Ministère de l'Éducation 1961-62

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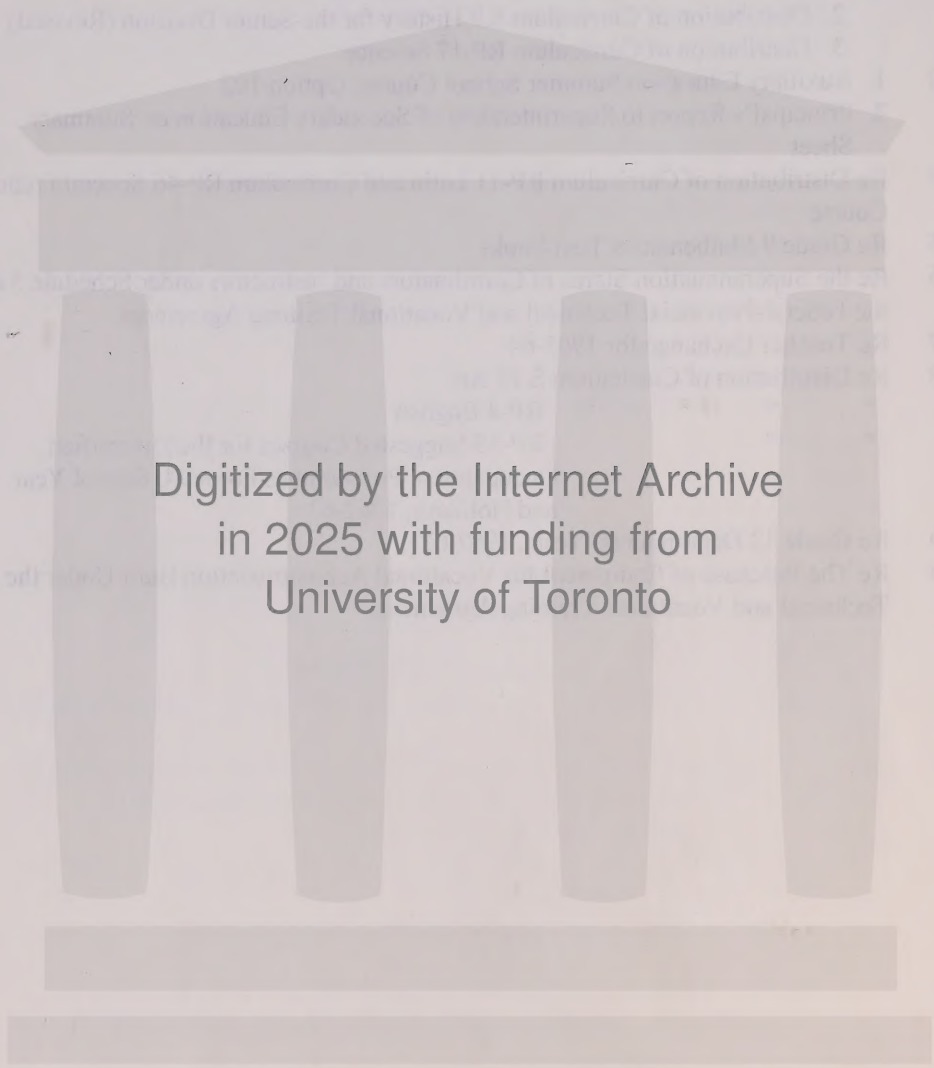

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. *Reading of Memoranda*

At the beginning of the school year it is desirable to review our method of circulating memoranda effectively among all the teachers. Frequently they complain to the Department that they have not seen a memorandum, but of that we have some doubt.

One means of ensuring the complete circulation and absorption of memoranda is to place a loose-leaf notebook in each staff room and one on the principal's desk. The secretary posts one copy of a memorandum on the office bulletin board to be initialled in the margin by each teacher and places one or two copies in the notebooks in the staff rooms. When the principal's copy has been fully initialled, it goes into his notebook, and he is protected if a teacher declares later that he has not seen a specific memorandum.

If the principals of large schools have discovered a more effective method, the Department would be pleased to pass the details on to others.

2. *Grade 12 Departmental Tests, 1961-62*

Two factors have been taken into consideration in determining the Achievement tests to be administered in the secondary schools and inspected private schools in 1961-62: (i) no Achievement test has yet been given in the Grade 12 diploma subjects which are taught in Grade 11 in all but a few of the smallest schools; (ii) pupils who have been given the Carnegie Study tests are now in Grade 11.

It has been decided, therefore, to administer Achievement tests in May, 1962, in Geometry and Physics to all pupils of the General Course only who are currently taking these graduation diploma subjects, whether they be taught in Grade 11 or Grade 12. The aptitude of most of these pupils was tested when they were enrolled in Grades 9 and 10. Their aptitude percentile ratings will be transmitted by the Department of Educational Research to the Superintendent of Secondary Education in July, 1962, for comparison with their Achievement scores in Geometry and Physics.

The SATO (Verbal and Mathematical) Aptitude test will be administered to all pupils enrolled in Grade 12 of the General, Commercial, and Technical Courses in the latter part of the fall term. Although no Achievement tests are being prepared especially for Grade 12, it is felt that the teachers in the schools and some institutions of higher education wish to have this information to supplement the marks obtained in the schools.

Further information will be sent to the schools as soon as possible pertaining to the tests in Geometry and Physics.

3. *Return of Staff Sheet of the Principal's Statement to the Registrar*

Since Form 213 has been discontinued, the principals have been directed to forward the original sheets of Pages 1(*a*) and 1(*b*) of the Principal's Statement to Dr. C. A. Brown, Registrar, on or after September 30. This information is used in preparation of "Schools and Teachers, Part II".

It would be appreciated if the principals of schools which have few new teachers would return these sheets to the Registrar earlier than September 30 in order that work on the Blue Book may commence.

[OVER]

4. *Letters of Permission 1961-62*

Principals are again reminded of the necessity for checking the qualifications of all teachers on their staffs, including the Vice-Principal if one has been designated. Particular attention should be given to the qualifications of teachers of special subjects. If any such are not properly qualified, the Secretary of the Board should apply at once for a Letter of Permission if this has not already been obtained.

5. *Secondary School Letters of Standing 1961-62*

Principals are reminded also that teachers claiming eligibility for Secondary School Letters of Standing have no qualification until the Letters of Standing are actually secured unless the Boards have obtained Letters of Permission on their behalf. No teachers are to be employed on the expectation that they will later obtain Letters of Standing.

6. *Revised copies of Curriculum I. and S. 15, Modern Languages*

Copies of Curriculum I. and S. 15 issued in September, 1961, are being sent to the schools for the use of all teachers of Modern Languages. The new copies include the course formerly contained in Curriculum I. and S. 15, last printed in 1957, as well as new courses of study in German and Russian. If additional copies are required, they should be requested by the principal in a letter to the Deputy Minister dealing with that subject only.

7. *United Nations Day, October 24, and East-West Week*

The observance of United Nations Day has become firmly established in our secondary schools. To assist principals and teachers in arranging activities for the 16th anniversary of the birth of the United Nations, copies of a United Nations Day poster and an informative leaflet are being distributed to the schools.

The Ontario Teachers' Federation has suggested that the programmes in the schools promoting East-West Week be carried out during the week of October 23 so that the increased emphasis upon international affairs may be made more effective.

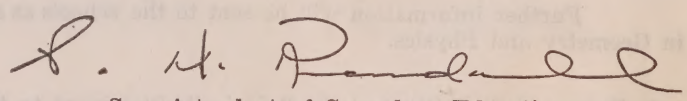
These worthy endeavours are again commended to you for consideration.

8. *Dictation record in Grade 13 French Composition 1961*

On the reverse side of the 1961 Departmental dictation record, two anecdotes have been recorded in French. This year the Department will not supply questions based on these anecdotes. Teachers are at liberty to use this recorded material experimentally and make up their own questions. It is provided merely as a service to teachers to be used at their discretion.

9. *Order of Mathematics in Grade 10*

The number of pupil transfers during the school year makes it advisable to have reasonable uniformity in the order of coverage of sections of the courses. In this regard, attention is directed to Circular 41 of March 4, 1959, which suggests that the Algebra of Grade 10 be covered in the first months of the school year.



Superintendent of Secondary Education.

TORONTO, September 8, 1961.

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DEPARTMENT OF EDUCATION

MEMORANDUM to PRINCIPALS of SECONDARY SCHOOLS

RE CERTIFICATES ACCEPTED AS THE EQUIVALENT OF CERTAIN SECONDARY SCHOOL MUSIC OPTIONS

For the Intermediate Certificate

The certificates listed under "Grade 10" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art course or the Music course in Grades 9 and 10. When presented for inspection according to "Instructions to Principal" on the Intermediate Certificate application form, this standing may be used as an option.

For the Secondary School Graduation Diploma

The certificates listed under "Grade 12" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art or the Music course. When presented for inspection according to the "Instructions to Principal" on the diploma application form, this standing may be used as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade 12 Music" includes the work of both Grade 11 and Grade 12, it has the same value for this diploma as Mathematics (Algebra and Geometry), Science (Physics and Chemistry), Geography, Home Economics, Industrial Arts, Commercial Work, Agriculture, or one of the languages.

For the Secondary School Honour Graduation Diploma

The certificates listed under "Grade 13" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper) for the purposes of the Secondary School Honour Graduation Diploma and may be indicated on the diploma. These certificates are accepted even though they may have already been accepted for the Secondary School Graduation Diploma at the end of Grade 12.

For Departmental Certificates of Grade 13 Standing

Standing in music obtained by examinations taken at a college or conservatory of music is not recorded on the Grade 13 certificates, which report the results of the annual Departmental Examinations. When making application to enter a university the original music certificates should be submitted along with the regular departmental certificates.

C. A. Brown

Registrar

Toronto, September 1, 1961

(Over)

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
Department of Education	Grade 10 Course of Study in Music	Grades 11 and 12 Courses of Study in Music	Grade 13 Course of Study in Music
Royal Conservatory of Music of Toronto	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
Western Ontario Conservatory, London	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGill Conservatorium	Elementary Practical or a higher certificate	(i) Interm. Practical and Interm. Theory OR (ii) Senior Theory and T.C.M. Grade III History	(i) Senior Practical and Interim. Theory OR (ii) Highest Grade Theory
Trinity College, London, England	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory
Royal Schools, London, England	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music or (ii) Grade TV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music or (ii) Grade V Theory

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MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
ELEMENTARY SCHOOL INSPECTORS

Re: Teacher Exchange for 1962-63

Secondary School Principals are asked to bring this memorandum to the attention of all members of the staff.

Elementary School Inspectors are asked to include a reference to Teacher Exchange in one of their early circulars to the schools.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding.
2. Through the co-operation of the Canadian Education Association and the United Kingdom Branch of the League of the British Commonwealth and Empire, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States. In addition, two exchanges are arranged each year between Canada and New Zealand.
3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own School Board and his salary is subject to the usual deductions for superannuation contributions and for income tax. A teacher going on exchange to the United Kingdom from Canada is required to make available the sum of $250. to his exchangee, because of lower salary scales in the United Kingdom and because of loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars. Each teacher on exchange pays his own travelling and living expenses.

   The Canadian Education Association has available, from a Canadian company, funds to provide bursaries of $200. each to teachers going on exchange *within* Canada.
4. A teacher should seek permission from his School Board to apply for exchange, only
   (*a*) if by September, 1962, he will be at least 25 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
   (*b*) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
   (*c*) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
   (*d*) if he believes that his Inspector will recommend him as an above-average teacher who will be a good representative of the Ontario schools while on exchange;
   (*e*) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.
5. Completed application forms for exchange for the school year 1962-63 must be in the hands of the Teacher Exchange Officer, Department of Education, Parliament Buildings, Toronto, Ontario, not later than January 31, 1962. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.
6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, Parliament Buildings, Toronto, Ontario, for more detailed information and for copies of the application form, which will be available after October 1, 1961.

TORONTO, September 1, 1961.

F. S. Rivers
Chief Director of Education.

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DEPARTMENT OF EDUCATION

MEMORANDUM

- RE -

ACADEMIC CORRESPONDENCE COURSES

The Department of Education provides free Correspondence Courses in Elementary and Secondary School academic subjects. Enrolment in them is subject to the conditions outlined below.

CONDITIONS OF ENROLMENT

1. Any child living in Ontario who is six years of age or over and under the age of sixteen years and who is unable to attend school may be enrolled on the recommendation of the local Elementary School Inspector or of the Secondary School Principal (for Secondary School grades).

2. Any person living in Ontario who is sixteen years of age or over and who is unable to attend school may be enrolled in any of the elementary courses provided for adults, or in any of the Secondary School courses.

3. Any person normally resident in Ontario but temporarily living outside of Canada may be enrolled.

4. Any member of the Canadian Armed Services and his dependents when on duty outside of Canada may be enrolled if he is unable to attend a school where the Ontario curriculum is taught.

The Use of Correspondence Courses as Teaching Aids: On the request of the inspector concerned and with the approval of the Superintendent of Elementary or Secondary Education, sets of Correspondence Courses in Grades 9 and 10 may be supplied to unqualified teachers teaching these grades in an Elementary or a Continuation School. These are the only circumstances and the only grades in which Correspondence Courses may be offered as teaching aids.

COURSES AVAILABLE

I. Elementary School Level

(a) Courses for Children: Courses for children are available in all subjects of Grades 1 to 8. As soon as a child completes a grade satisfactorily, he will be given a certificate of promotion to the next grade.

Courses are provided in English and French for French-speaking children in any area where French is a subject of instruction in the Elementary School by permission of the Minister of Education.

(b) Courses for Adults: Courses for adults are available in Arithmetic and in English, covering the work of the senior grades in Elementary School. Adults who complete these courses satisfactorily will be considered eligible to enrol in any Grade 9 subjects.

II. Secondary School Level

The following table indicates the subjects in which courses are available.

Grade 9	Grade 10	Grade 11	Grade 12	Grade 13
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. t	Eng. Comp. J
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. t	Eng. Lit. J
Hist. & Geog.		World Hist.,I t	World Hist.,II t	History J
				Algebra J
Mathematics	Mathematics	Geometry t	Algebra t	Geometry J
				Trig. & Statics J
				Physics J
Science	Science	Physics t	Chemistry t	Chemistry J
				Botany J
				Zoology J
French	French	French	French t	French Authors J
				French Comp. J
	Latin	Latin	Latin t	Latin Authors J
				Latin Comp. J
				Geography J

t *In each of these subjects three supervised tests must be completed in addition to the regular 36 lessons. Provision has been made whereby the Director of the Correspondence Courses Branch may issue Statements of Grade 12 Standing in these subjects. He may also recommend eligible candidates for the Secondary School Graduation Diploma.*

J *In each of these subjects the correspondence course is a preparation for the June Departmental examination which must be written by the student who wishes to obtain Departmental Grade 13 standing.*

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper and postage are provided.

For children in the Elementary School grades the Department of Education assumes the responsibility of providing text-books (on loan) and all necessary supplies to accompany the course. The Department cannot assume any such responsibility for students taking the adult courses or the Secondary School courses, nor can it alter its courses to fit texts other than those on which its courses are based. These students must obtain for themselves the text-books required for the Correspondence Courses in which they enrol.

SCHOOL TERM

The school term for students in the Correspondence Courses need not necessarily coincide with the usual school term for those attending school. Adults who have been out of school for some time may begin a correspondence course at any time of the year, even in July and August, and, if they begin to send in work as soon as possible after enrolment and devote a reasonable amount of time to the work, may hope to complete it within ten months.

If a pupil enrolled in Elementary School subjects does the work of a whole grade within ten months, his enrolment in Correspondence Courses can be considered the equivalent of school attendance.

In Grade 13 a student should enrol in time to permit him to complete the 20 lessons before writing the June Departmental examinations; the courses at this level are not available before September.

SECONDARY SCHOOL GRADUATION DIPLOMA

1. A candidate for the Secondary School Graduation Diploma (formerly called Junior Matriculation) is required to have Grades 11 and 12 standing in the following:

Obligatory subjects:

English
History (World History, Part I in Grade 11 and World History, Part II in Grade 12)

Optional subjects: Any four or more of –

Mathematics (Geometry in Grade 11 and Algebra in Grade 12),
Science (Physics in Grade 11 and Chemistry in Grade 12), Geography,
French, Latin, German, Greek, Spanish, Italian, Russian,
Commercial Work, Industrial Arts or Home Economics, Agriculture, Art or Music.

2. The subjects offered through the Correspondence Courses are shown on the previous page.

3. A candidate who wishes to count standing in an optional subject which is not given through the Correspondence Courses should consult the Principal of the nearest Secondary School regarding the possibility of obtaining standing as a private-study candidate.

4. A student may study the subjects in any order. He should be prepared to devote one to two hours a day to each subject he begins.

5. When a student successfully completes a subject, he will receive an official Statement of Grade 12 Standing in that subject, provided it is not within twelve months of the date of his leaving school.

ADDITIONAL INFORMATION AND INSTRUCTION

For a Person Living Outside of Canada:

1. An applicant must give the name and address of a person in Ontario who will assume the responsibility of purchasing text books where necessary and forwarding books and lessons to the student.

2. The parent of a child enrolled in the Elementary School grades may send the child's lessons in for marking, and receive a certificate for a grade completed. If he prefers, however, the child may use the material without sending in lessons and without receiving a certificate. A parent should state which plan he intends to follow.

3. There is provision for the establishment of grade 13 June Examination Centres at universities outside of Ontario. If such a centre is desired, a request for its establishment should be made to the Registrar of the Department of Education before March 15th of the year in which the examinations are to be written.

REQUESTS AND QUESTIONS

Requests for application-for-enrolment forms and questions concerning academic Correspondence Courses may be referred to the Director, Correspondence Courses Branch, Department of Education, 559 Jarvis Street, Toronto 5, or telephoned to EMpire 3-1211 (Extension 2-2657).

F. S. Rivers

Toronto, August 15, 1961 — Chief Director of Education

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MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
ELEMENTARY SCHOOL INSPECTORS

Re Scholarships for Study Outside Ontario

Principals and Inspectors are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The regulations provide for 4 Scholarships, each of $2000 per annum, for one year and payable in 2 instalments of $1000. A Scholarship shall not be renewable.
2. An applicant shall hold a degree from an Ontario University and an Ontario teaching certificate, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.
6. Applications shall be submitted to the Deputy Minister of Education, Parliament Buildings, Toronto, on or before December 31, 1961. The awards will be announced prior to February 2, 1962.

F. S. Rivers
Chief Director of Education.

TORONTO, September 1, 1961.

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DEPARTMENT OF EDUCATION

ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

Memorandum to Directors of Education
Superintendents of Secondary Education
Principals of Secondary Schools
Secretaries of Secondary School Boards
Elementary School Inspectors

Re: Grade 10 Geography Text-book

The text-book listed below has now been approved for grant purposes for use in Grade 10 Geography classes.

Clee, D.A., Hildebrand, W.:
THROUGH EUROPE AND ASIA,
Holt, Rinehart and Winston of Canada, Ltd.,
833 Oxford Street,
Toronto 18, Ontario.
Price.....$3.40

C. W. Booth

C. W. Booth,
Deputy Minister of Education.

Toronto, August 16, 1961.

1961-62:8
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MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Supervision of Teachers-in-Training who attended the Initial Summer Course in 1961

The number of graduates of the Initial Summer Course who are beginning teaching in secondary schools this September is even larger than it was a year ago. To that extent the supervision of their work by secondary school principals is of even greater importance than in the past.

From the detail of the reports on lessons observed submitted in the spring by the Principals who have the responsibility of the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in nearly all cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching programme.

As was suggested in memoranda of former years, it is hoped that the Principal will be able to observe a variety of types of lessons. Not all of these may be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to fail in encouraging the class to take an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

Principals will be asked to submit, on or before April 2, 1962, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) *which will be sent out to Principals in October, 1961.*

In March, 1962, an application form (Form 901) for admission to the Completing Summer Course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the Completing Course in 1962 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, Parliament Buildings, Toronto, on or before April 2, 1962.

The District Inspector will then make his recommendation based upon his observation of classroom work.

The completed application form, if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

During the months of September and October in 1961, Inspectors will devote their time to the supervision of teachers who have recently entered the profession. Therefore, each of these teachers may expect supervision from the Principal and an Inspector in the fall term.

H. H. Rundle

TORONTO, September 5, 1961.

Superintendent of Secondary Education.

1961-62:9
5000

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MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools

Re: Admission to Schools of Nursing

The following extract from Ontario Regulation 246/61, made under The Nurses Registration Act, should be brought to the attention of (a) guidance teachers, and (b) prospective applicants for admission to schools of nursing. "Equivalent standing as determined by the Minister of Education" refers to applicants whose secondary school education is obtained outside Ontario.

This Regulation is applicable to students entering Grade 9 in September, 1961.

TORONTO, September 1, 1961

Superintendent of Secondary Education.

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2. An applicant for admission to a school of nursing shall,

(*a*) be of a minimum age of seventeen years, except in the case of an applicant who holds the Secondary School Honour Graduation Diploma of the General Course in addition to the educational requirements in section 2*a* or 2*b*;

(*b*) hold the minimum educational requirement in section 2*a* or 2*b*;

(*c*) submit to the director of the school of nursing to which application is being made,

(i) her birth certificate,

(ii) the report of a duly qualified medical practitioner certifying that the applicant is in good health and including the results of an x-ray of the chest,

(iii) a certificate signed by a dentist certifying that the applicant is in good dental health.

2*a*.—(1) Subject to subsection 2, the minimum educational requirement for a course beginning after the 1st day of October, 1965, shall be,

(*a*) the Secondary School Graduation Diploma of the General Course with at least four options of which one shall be science including both physics and chemistry of grades 11 and 12; or

(*b*) equivalent standing as determined by the Minister of Education.

(2) For the physics part of the science option in clause *a* of subsection 1 the applicant may substitute,

(*a*) grade 13 standing in botany; or

(*b*) grade 13 standing in zoology.

2*b*.—(1) Subject to subsection 2, the minimum educational requirement for a course beginning before the 1st day of October, 1965, shall be,

(*a*) (i) the Secondary School Graduation Diploma of the General Course with at least four options, one of which shall be science including both physics and chemistry of grades 11 and 12, or

(ii) the Secondary School Graduation Diploma of the General Course issued in the years 1952 to 1960, both inclusive, with at least three options, one of which shall be science including both physics and chemistry of grades 11 and 12, or

(iii) the Secondary School Graduation Diploma of a course other than the General Course, if science including both physics and chemistry of grades 11 and 12 has been taken as one of the subjects of the course, or if the applicant holds grade 12 standing of the General Course in science including both physics and chemistry of grades 11 and 12; or

(*b*) equivalent standing as determined by the Minister of Education.

(2) For the physics part of the science requirement in clause *a* of subsection 1 an applicant may substitute,

(*a*) grade 13 standing in botany; or

(*b*) grade 13 standing in zoology.

1961-62:10
4,500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. *Canadian Cancer Society Filmstrip "To Smoke or Not to Smoke"*

The Canadian Cancer Society, 165 Bedford Road, Toronto, has available on request from principals a very useful filmstrip "To Smoke or Not to Smoke". A teacher's guide and a record for sound are also provided. We recommend that the record not be used unless the projector is equipped with a good sound attachment and that instead a teacher or student read the narrative.

Many principals are concerned about the increased use of cigarettes by teenagers. This filmstrip will promote discussion and should help to discourage the habit.

2. *Booklet entitled "Save Lives"*

The Department of Education has granted permission to the Canadian Gas Association, 55 Scarsdale Road, Don Mills, Ontario, to distribute to the schools free of charge copies of the booklet entitled "Save Lives". Additional copies may be ordered, subject to the principal's approval, direct from the company.

3. *Reduced Railway Rates — Canadian Passenger Association*

The railway companies in Canada are placing in effect again this year arrangements for travel between stations in Canada by which special round-trip fares will be available to students of universities, colleges, and other educational institutions, as well as to professors and teachers at such institutions, in connection with the commencement of courses this fall and their termination in the spring of 1962.

In lieu of circulars to the schools mentioned in Memorandum 1960-61:49, the Canadian Passenger Association wishes us to refer interested persons to their local railway ticket agents.

4. *Charts for interpretation of Grade 12 Departmental Test Results*

The Director of Guidance, 559 Jarvis Street, Toronto, will provide on request to Guidance officials blank forms that will assist schools in interpreting the data already supplied to them on the Student Summary Sheet, Grade 12 Departmental Tests.

5. *Ontario Hospital Association — Hospital Careers*

The Ontario Hospital Association has the permission of the Department of Education to send to secondary schools literature on hospital careers in the forms of a booklet "In the Service of Others", a brochure "Approved Schools of Study in Ontario", and a bulletin-board poster. If the Guidance department requires further information, it may be obtained from the office of the Association, Flemingdon Park, Don Mills, Ontario.

F. H. Randall

TORONTO, September 11, 1961.

Superintendent of Secondary Education.

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1961-62:11
4500

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS
SUPERINTENDENTS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE: WESTERN ONTARIO DIVISION,
SECONDARY EDUCATION BRANCH

The Minister of Education, Hon. J.P. Robarts, Q.C., LL.D., has authorized the establishment of a branch office to serve the newly created Western Ontario Division of the Secondary Education Branch, comprising:

(a) the cities of London, Sarnia, Windsor, and, for the current school year, Kitchener;

(b) the counties in the three district inspectorates involved:

Huron District - Bruce, Elgin, Huron, Middlesex:
St. Clair District - Essex, Kent, Lambton;
West Central District - Brant, Norfolk, Oxford, Perth.

The President and the Board of Governors of the University of Western Ontario have generously provided accommodation, on a nominal rental basis, in Room 10, Silverwood College of Music Building, 1071 Waterloo Street, London.

W. T. Laing, B.A., Assistant Superintendent of Secondary Education, will act as co-ordinator of the various groups represented in Western Ontario Division.

The following staff inspectors have been appointed for the Western Ontario Division:

Harry W. Beatty, B.P.H.E.	(Technical and Industrial Arts)
Arnold W. Harris, B.A.	(Mathematics)
William E. Kieser, B.A.	(Modern Languages)
Roger T. Macaulay, B.A.	(English)
W. Bernard Neeb, B.Com., B.Paed.	(Commercial)

Continued 2

1961-62: 12
4500

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MEMORANDUM: TO DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE: TRANSPORTATION OF PHYSICALLY HANDICAPPED SECONDARY SCHOOL STUDENTS

The Special Services Branch has discontinued assuming responsibility for the payment of grants on the cost of transportation of physically handicapped secondary school students, effective June 29, 1961. In future, grants on the cost of transportation of such students will be paid in the usual manner.

The following policy has been set by the Minister:

1. To qualify as physically handicapped for this purpose, a student must have a physical disability which is permanent and which prevents him from getting to school without the assistance of special transportation other than the regular transportation, if any, provided by the board. Any students needing assistance because of temporary physical disability should be referred to the Special Services Branch.

2. The amount approved for grant purposes will be the actual daily cost per student or $2 a day per student, whichever is the lesser. In the case of these students, there is no requirement that they live a specified distance from the school.

3. The board will be paid its percentage grant on the approved portion of the cost of the transportation.

4. Each board will sign a contract with the operator. The operator of a vehicle transporting these students must meet the conditions of approval as outlined in Form T8: Instructions Re Transportation.

5. The regular transportation forms T9, T11, and G16 must be used.

W. R. Stewart
for S. D. Rendall,
Superintendent of Secondary Education.

TORONTO 2, September 18, 1961.

1961-62:13
4500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Cadet Instructor's Grade "A" Certificate

Army Headquarters, Central Command, Oakville, have approved plans for a Grade "A" Instructor's Course for teachers to be given on Saturdays during the school term 1961-62.

The course will continue for approximately twenty-two Saturdays beginning the first week in November. Candidates will be paid civilian instructor's pay upon successful completion of the course.

Two centres have been selected for this year - Toronto and London. The course will be held if forty applications are received.

Please contact your men teachers, and if they are interested, they should write to:-

G. A. Wright,
Director of Physical and Health Education,
559 Jarvis Street,
Toronto 5, Ontario,

before October 1, 1961.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, September 20, 1961.

1961-62:14
4500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Prizes awarded by the Canadian Mathematical Congress

The Canadian Mathematical Congress has recently named the winners of mathematical prizes which it awards on the basis of the marks obtained on the Grade 13 Departmental examination in Problems, 1961. Many of the answer papers gave evidence of a high degree of mathematical competence and indicated the increasing interest and challenge which mathematical problems offer to students.

Cheques are being forwarded by the Secretary of the Canadian Mathematical Congress to all those successful in winning an award.

Provincial Winners - $50 each

($50 additional for District Winners below)

1. Peter D. Taylor	Lisgar C.I., Ottawa	74 marks
2. Robert J. LeRoy	North Toronto C.I., Toronto	67 "
3. Roy C. Snell	Lisgar C.I., Ottawa	67 "
4. Jacob Vanderschee	Simcoe D.H.S.	67 "

District Winners - $50 each

1. Essex County	No award	
2. Elgin, Kent, Lambton, Norfolk	Jacob Vanderschee	Simcoe D.H.S.
3. Middlesex, Oxford	Ralph W. McClellan	Woodstock C.I.
4. Bruce, Grey, Huron, Perth, Wellington	No award	
5. Brant, Haldimand, Waterloo	Robert A. Clarke	Waterloo C.I.
6. Lincoln, Welland	John A. Killer	Port Colborne H.S.
7. Wentworth	John H. Mason	Hillfield College School, Hamilton
8. Dufferin, Halton, Peel, Simcoe	Anthony F. J. Moffat	Midland-Penetanguishene D.H.S.
9. Toronto City, west of Yonge Street	Robert D. Perigoe	University of Toronto Schools
10. Toronto City, east of Yonge Street	Robert J. LeRoy	North Toronto C.I., Toronto
11. Etobicoke, Mimico, New Toronto, Weston, York Twp.	E. Brian Hartwick	Etobicoke C.I., Islington
12. East York, Forest Hill, Leaside, North York	Michael R. Wise	Forest Hill C.I., Toronto
13. York County, including Scarborough but excluding other municipalities of Metropolitan Toronto	Wm. Paul J. McCrossan	David and Mary Thompson C.I., Scarborough

(Over)

14. Cochrane, Nipissing, Parry Sound, Sudbury, Temiskaming	No award	
15. Algoma, Kenora, Manitoulin, Rainy River, Thunder Bay	Herve Gagne	Fort Frances H. S.
16. Haliburton, Muskoka, Northumberland and Durham, Ontario, Peterborough, Victoria	Norman S. Dafoe	Trinity College School, Port Hope
17. Frontenac, Hastings, Lennox and Addington, Prince Edward, Renfrew	George A. Elliott	Dr. C.J. MacKenzie H.S., Deep River
18. Carleton	Peter D. Taylor	Lisgar C.I., Ottawa
19. Lanark, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry	No award	

The Minister wishes to express to all the prize-winners his personal congratulations and those of the officials of his Department on their splendid achievement in this special field of mathematical problems.

The Canadian Mathematical Congress will again offer a number of cash prizes to Grade 13 students of mathematics across the province who show promise of outstanding mathematical ability as indicated by their work in the Departmental Grade 13 Problems paper to be written in June 1962. The conditions are listed below:

1. The competition is open to all bona fide day-time students who have been in regular attendance in the public or private secondary schools of Ontario during the school year 1961-62.

2. The areas, of roughly equal population, into which the province is divided for purposes of this competition in 1962 are shown above in the list of winners for 1961. A prize of $50 is offered for competition among the pupils attending the secondary schools in each of these nineteen geographical areas. In addition, four prizes of $50 each will be awarded on a province-wide basis. One of these may be held by a candidate whether or not he has obtained an area award.

3. The winners will be selected on the basis of their marks on the Problems paper for 1962. In general, a prize will be awarded to the candidate who stands highest among those writing from the public or private secondary schools located within a particular area. However, the Awards Committee acting for the Canadian Mathematical Congress will have final authority. In their sole discretion they may withhold the award in an area where no candidate has obtained a reasonably high mark and may transfer it to an especially deserving candidate from another area.

4. No special application is necessary. All pupils writing the Problems paper will automatically be considered candidates for the various prizes.

W. R. Stewart
for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, September 28, 1961.

1961-62: 15
4500

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Memorandum to Directors of Education
Superintendents of Secondary Education
Principals of Secondary Schools
Secretaries of Secondary School Boards
Elementary School Inspectors

Re: Grade 10 Geography Text-book

The text-book listed below has now been approved for grant purposes for use in Grade 10 Geography classes.

Rout, V.T.B., and Blair C.L.:
EURASIA (Revised Edition)
Published by:
The Copp Clark Publishing Co. Limited,
517 Wellington Street West,
TORONTO 2B, Ontario.
Price.....$3.25

It should be noted that this approval applies to the revised edition and not to the first edition of this book.

C.W. Booth,
Deputy Minister.

Toronto,
September 26, 1961.

DEPARTMENT OF EDUCATION

C.L.

Toronto,
September 25, 1951.

1961-62:16
4500

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MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS

Re: Comments on Grade 13 Examinations, 1961

1. Copies of comments prepared by the members of the Committees in charge of marking the 1961 Grade 13 examination papers are being sent to principals.

2. Principals are asked to hand the copies to the Grade 13 teachers concerned. Complaints are still received at the Department to the effect that some Grade 13 teachers do not see these Comments.

3. The Comments have been arranged in sets as follows:

Set # 1 - History
Set # 2 - Algebra
Set # 3 - Geometry
Set # 4 - Trigonometry and Statics
Set # 5 - Biology
Set # 6 - Physics
Set # 7 - Chemistry
Set # 8 - Latin and Greek
Set # 9 - French
Set # 10 - German
Set # 11 - Special French
Set # 12 - Geography
Set # 13 - Spanish
Set # 14 - Problems

4. No additional copies of the Comments are available for distribution.

5. This year the mimeograph stencils for the Comments were cut by a Gestefax machine directly from the typewritten or handwritten copy. This procedure has resulted in the release of the Comments about six weeks earlier than usual.

6. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

7. Circular S.4C

The comments on English Composition and English Literature are contained in Circular S.4C, which will be sent to the schools in the near future.

Since this Circular contains material of interest to all teachers of Grades 11, 12, and 13 English, one copy should be given to each teacher of these classes and the remaining copies, if any, distributed to teachers of Grade 13 classes.

The supply of Circular S.4C is limited. It is not a handbook for pupils. Consequently, teachers are asked to refrain from asking for additional copies.

E. W. Booth
Deputy Minister.

TORONTO, September 28, 1961

1961-62:17
4,500

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MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re Objective-type Questions
for Grade 13 Departmental Examinations, 1962

Principals are asked to bring this memorandum to the attention of all Grade 13 teachers and students.

1. The Minister of Education announces that for the Grade 13 Departmental Examinations of June, 1962, objective-type questions will be used on the three papers listed below.

Botany
French Composition
Trigonometry and Statics

Not more than 30% of the total marks will be allotted to objective-type questions on each paper.

2. The decision to use objective-type questions on only three papers for 1962 is based wholly upon certain administrative considerations in connection with the current study of the Grade 13 examination system. The decision should not be interpreted as an indication of official opinion regarding the value of objective-type questions nor of the number of papers on which they may be used in the future.

C. W. Booth

Deputy Minister.

TORONTO, October 18, 1961.

1961-62:18
4500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools

Re Basic Grade 13 Latin Word List for
Grade 13 Departmental Examinations of 1962

1. The Vocabulary Guide on pages 27-47 of Curriculum I. and S.11, Courses of Study for Latin and Greek, includes lists of words and phrases which the Grade 13 candidates are expected to know for examination purposes.

2. Since, as announced in Circular 58, Prescriptions for 1961-62, lines 1573-1588 and 1592 (the sentence beginning, Ac variis dictis ...) - 1645 of Cycle III (Latin Prose Selections for Grade XIII) are omitted for examination purposes, the candidates will not be required to know the following words and phrases for the examination in Latin Composition in 1962.

censeo
civium loco habeo
contemptio
contentio
contumelia
exemplum
exerceo
fiducia
ignoro
incumbo
nefarius
occidens sol
opes (pl.)
pristinus
prodo
proelio decerto
propinquus
recenseo
subicio
turpis
ultro
varius
verso

C. W. Booth

Deputy Minister.

TORONTO, October 23, 1961

1961-62: 19
4500

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Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Secretaries of Secondary School Boards
Elementary School Inspectors

Re: Approval of Text-books

Throughout the year, the Department receives a great number of enquiries as to whether certain new text-books have been or will be approved for listing in Circular 14.

It seems, therefore, desirable to indicate the procedure that is followed when a new text is published. The publisher submits to the Curriculum Branch six copies of each new text that he wishes considered for listing. The Department then sends a copy to each of several readers or critics for comments and criticisms. The books are examined in the light of certain established criteria, and reports are submitted to the Department. When the reports are received, they are reviewed in detail and a recommendation is prepared. This process takes some time, but it is necessary to ensure the thorough examination required to make certain that only the best text-books are put in the hands of students.

If a book is recommended for listing in Circular 14 and the recommendation is approved, the book is included in the next issue of Circular 14 or in a supplement to Circular 14. Two supplements are issued during the calendar year. Until the title of a book appears in one of these lists, it should be assumed that the examination of the book is not yet complete or that the book has been rejected as unsatisfactory. If those responsible for the selection of text-books bear this in mind, it will be possible to avoid the purchase, either by pupils or by Boards, of books that cannot be used because they have not been approved.

H. E. Edwards
Deputy Minister.

Toronto 2,
October 19, 1961.

Copy 1

1961-62:20
4500

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. Grade 12 Departmental Tests, 1961-62

In Memorandum 1961-62:1, item 2, dated September 8, it was announced that Grade 12 Departmental Tests would be continued in the school year 1961-62. Further information is now provided to supplement that announcement.

The SATO (Verbal and Mathematical) Aptitude Test will be administered to all pupils enrolled in Grade 12 of the General, Commercial (including Special Commercial pupils not previously tested), and Technical Courses on Thursday, December 7, a.m.

The Achievement Test in Geometry will be administered on Wednesday, May 2, a.m. Questions will be based on the course of study, Curriculum S. 12, as far as, and including, the proposition - "The areas of similar triangles are proportional to the squares on corresponding sides". It may be assumed, however, that the questions will test the knowledge of material common to the two approved texts, as follows:

Deductive Geometry - Petrie et al.
- to page 231

A Modern Geometry for High Schools - Lougheed and Workman
- to page 188 and, in addition, pages 242 to 249

The Achievement Test in Physics will be administered on Wednesday, May 9, a.m. It will include questions based on all the sections and topics listed as obligatory in Curriculum S. 17. No questions will be asked on the optional topics or on the agriculture items of Agricultural Science, Part I. Pupils enrolled in either the option of Physics or Agricultural Science will take the test. Questions will be selected to suit pupils of either course.

Irrespective of the portions of the work to be covered by these two tests, it is to be understood, of course, that the courses of study in Physics and Geometry are to be fully covered by pupils recommended by their principals for the Secondary School Graduation Diploma.

The arrangements for the reporting of test scores, percentiles, equivalent percentage marks, and teachers' marks on the Summary Sheet will be similar to those of 1961. The teacher's mark on the Summary Sheet must be the mark which is entered on the school records and which will be used as part of the recommendation mark for the diploma later.

It is expected that a few pupils may justly be assigned marks differing noticeably from their test scores. However, if the average deviation of the pupils writing the test in the school exceeds 8%, the principal should confer with the teacher, attach a letter of explanation to the Summary Sheet, and send a copy of the letter to the District or Municipal Inspector.

(Over)

2. The Ontario Educational Association

Principals are requested to bring to the attention of their teaching staffs the professional advantages of membership in the Ontario Educational Association. The various sections and departments of the O.E.A. offer a growing service to their members not only at the annual Easter Convention but also throughout the school year. This broadly representative organization, which is now in its 102nd year of service to Ontario education, merits the interest and support of every teacher.

The membership representative on each staff will be glad to forward renewals of membership and applications from teachers who have not previously belonged to the O.E.A.

3. Error in listing of telephone number

In the list of officials and inspectors of the Secondary Education Branch issued in September, 1961, the telephone number of J. R. Thomson, District Inspector of Haldimand, Lincoln, Welland, and Wentworth was printed incorrectly. It should read 239-6337.

4. Film strip "Careers in Banking"

Guidance teachers interested in this film strip are now informed that the office of the Canadian Bankers' Association has been moved to 50 King Street West, Toronto 1.

5. Periods in Physical Education

Wherever a secondary school has sufficient gymnasium accommodation, auxiliary classroom space which may be used in lieu of a gymnasium, outdoor playground areas in periods of good weather, or indoor community recreational facilities adjacent to the school and available for use during inclement weather, it is expected that the full allotment of 4 periods per week (including one classroom period for Health Education) will be devoted to Physical Education in Grades 9 to 12, inclusive.

In recommending pupils for the Secondary School Graduation Diploma on Form 360, principals are reminded that they must list in the proper column those who, for any reason, have not completed the course in Physical Education. Such pupils will not receive credit for this subject on the Diploma.

E. F. Davies

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, November 2, 1961.

1961-62:21
10,000

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Memorandum to:

Directors and Superintendents of Education
Elementary and Secondary School Inspectors
Principals of Elementary and Secondary Schools
Principals of Inspected Private Schools
Secretaries of School Boards.

Re Exercise Tocsin B 1961

November 13, 1961.

The Minister of Education wishes to draw the attention of all persons concerned with the schools of the Province to the following information regarding Exercise Tocsin B 1961. This information is forwarded at the request of the Prime Minister of Canada and the Prime Minister of Ontario.

In view of the current international situation, and because of the tension that persists in spite of the best efforts of Canada and her allies to lessen it, the Canadian Government, in co-operation with our Provincial Government and our municipalities, considers it to be desirable to test and practise our state of readiness to deal with emergencies that could arise.

Exercise Tocsin is the name given to a series of national exercises designed to test our state of preparedness against the effects of possible nuclear war. In addition, the exercises are designed to draw the attention of all Canadians to the importance of families making personal emergency preparations which they can put into effect if Canada is ever attacked.

There have been several national exercises, and one to be known as "Tocsin B, 1961" will take place on November 13. This will be the second to be held in 1961. In the November exercise our governments are particularly directing the attention of all Canadians to the importance of developing family survival plans.

Teachers are asked, therefore, to inform elementary-school pupils, from Grade 4 upward, and secondary-school students, that Exercise Tocsin B will take place during the late afternoon or evening of November 13. Following the alert, special radio and television programmes will be used to inform families of the facts they should have in order to make individual family survival plans in case of a future emergency.

Although nuclear war would be a catastrophe and could cause untold suffering, there is much that can be done to reduce losses in lives and possessions if Canadians all do their part in carrying out suitable emergency preparations. It is important that each citizen become acquainted with what the individual should do in this regard. Adults should also be informed, through their children at school or otherwise, that information vital to their survival in a nuclear war is set out fully in a publication called *11 Steps to Survival.* This publication is free, and can be obtained on request by writing to Box 10,000, Toronto, Ontario.

The problem of acquainting children, particularly young children, with objective information regarding safety measures in case of fall-out resulting from nuclear explosions is not a simple one. Teachers are cautioned, therefore, in announcing the Exercise and in any discussion of emergency measures, to use discretion in the method of presentation to avoid creating undesirable emotional reactions.

F. S. Rivers

TORONTO, November 1, 1961.

Chief Director of Education

1961-62:22
4500

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Memorandum to Directors of Education
Superintendents of Secondary Education
Principals of Secondary Schools
Principals of Inspected Private Schools

Re: Grade 13 Departmental Examination Time-Table, 1962.

The time-table for the annual Grade 13 Departmental examinations of June, 1962, is set out on the back of this memorandum. At a later date copies of the time-table in its usual printed form will be mailed to all principals along with copies of the regulations governing the examinations (Exam. Instructions No. 5). It is expected that the application forms and time-tables for the candidates themselves will be mailed to the principals early in March.

C. W. Booth

Deputy Minister.

TORONTO 2, November 9, 1961.

GRADE 13 TIME-TABLE

1962

Date	Hour of Examination	Grade 13
Monday 11th June	a.m. 9.00 - 11.30	English Composition
	p.m. 1.30 - 4.00	English Literature
Tuesday 12th June	a.m. 9.00 - 11.30	Algebra
	p.m. 1.30 - 4.00	Botany
Wednesday 13th June	a.m. 9.00 - 11.30	German Authors
	p.m. 1.30 - 4.00	German Composition
Thursday 14th June	a.m. 9.00 - 11.30	Latin Authors
	p.m. 1.30 - 4.00	Latin Composition
Friday 15th June	a.m. 9.00 - 11.30	Trigonometry & Statics
	p.m. 1.30 - 4.00	Physics
Monday 18th June	a.m. 9.00 - 11.30	French Authors
	a.m. 9.00 - 11.30	French Literature
	p.m. 1.30 - 4.00	French Composition
	p.m. 1.30 - 4.00	French Composition
Tuesday 19th June	a.m. 9.00 - 11.30	Problems
	p.m. 1.30 - 4.00	Geography
Wednesday 20th June	a.m. 9.00 - 11.30	Chemistry
	p.m. 1.30 - 4.00	History
Thursday 21st June	a.m. 9.00 - 11.30	Italian Authors
	p.m. 1.30 - 4.00	Italian Composition
Friday 22nd June	a.m. 9.00 - 11.30	Geometry
	p.m. 1.30 - 4.00	Zoology
Monday 25th June	a.m. 9.00 - 11.30	Spanish Authors
	p.m. 1.30 - 4.00	Spanish Composition
Tuesday 26th June	a.m. 9.00 - 11.30	Music
	p.m. 1.30 - 4.00	Accountancy Practice
Wednesday 27th June	a.m. 9.00 - 11.30	Mathematics of Investment
	p.m. 1.30 - 4.00	Secretarial Practice
Thursday 28th June	a.m. 9.00 - 11.30	Greek Authors
	p.m. 1.30 - 4.00	Greek Composition
Friday 29th June	a.m. 9.00 - 11.30	Russian Authors
	p.m. 1.30 - 4.00	Russian Composition

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MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS.

RE: THE SECONDARY SCHOOL PRINCIPALS' COURSE.

This course will lead to a Secondary School Principal's Certificate which will be valid in a high school, collegiate institute, vocational school, or composite school. It will consist of two sessions which will be offered in consecutive summers, and each session will be of five weeks' duration.

The second session of the third course and the first session of a new fourth course will be offered in 1962 at the University of Western Ontario, London, Ontario.

An applicant for admission to the first session of the fourth course shall

(a) have completed a minimum of five years of teaching experience in Ontario secondary schools, prior to September 1, 1961,

(b) have taught one or more subjects of Grades 11, 12 or 13 for at least three years,

(c) have been rated as a better than average teacher for at least the last two years of his teaching or principalship experience, and

(d) be required to pass an oral examination.

An applicant for admission to the second session of the third course shall

(1) have completed the first session of the course, or

(2) (a) hold a High School Principal's Certificate or a Vocational School Principal's Certificate;

(b) have completed a minimum of five years of teaching experience in Ontario secondary schools prior to September 1, 1961;

(c) have taught in one or more subjects of Grades 11, 12 or 13 for at least three years;

(d) have been rated as better than average for at least the last two years of his teaching or principalship experience; and

(e) be required to pass an oral examination.

It is only fair to point out that owing to exigencies of organization and accommodation, the enrolment in these courses will necessarily be limited.

Other than those who have completed the first session of the third course, a teacher wishing to be admitted to either course should first make application for admission to the oral examination. In his letter of application he should state

(a) the names and numbers of his teaching certificates;
(b) the names of the secondary schools in which he has taught;
(c) the number of years of teaching experience he has had in each school;
(d) the number of years he has taught the subjects of Grades 11, 12 or 13 and the names of the subjects; and
(e) the nature of relevant experience in addition to school extra-curricular activities.

A teacher in the High School District of Etobicoke, Hamilton, Kitchener, London, North York, Ottawa, Sarnia, Scarborough, Toronto, York, or Windsor shall forward his letter of application to the Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

A teacher in the High School District of Brantford, Burlington, Chatham, East York, Forest Hill, Guelph, Kingston, Pelham, Peterborough, Port Arthur, St. Catharines, Sault Ste. Marie, South Peel, or Stamford shall forward his letter of application to the Director of Education or Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the District Secondary School Inspector appointed by the Department of Education. He in turn will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

A teacher in any other high school district shall forward his letter of application to the District Secondary School Inspector appointed by the Department of Education, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

APPLICATIONS FOR THESE COURSES MUST BE RECEIVED BY THE DEPARTMENT OF EDUCATION NOT LATER THAN DECEMBER 31, 1961.

Teachers who deferred their applications for the 1960 session to 1962 must notify their district inspector or municipal superintendent that they wish the application placed in the active file, and request that a revised rating be sent to the Department.

If a teacher's application for admission to the oral examination is accepted, he will be informed of the date and time of his examination. Oral examinations will be conducted by a committee appointed by the Superintendent of Secondary Education and will be held in Toronto during Easter week.

All candidates who are eligible to attend either session of the 1962 course shall obtain an official Departmental Summer Course Application form, when these are available in the spring, and file this completed form with the Deputy Minister of Education.

The fee for this course will be $50.00 per session. Veterans of Her Majesty's Forces, upon proof, are not required to pay this fee.

If a teacher holds only a High School Principal's Certificate and wishes to qualify for the principalship of a composite school or a vocational school, it will be necessary for him to complete the second session of the Secondary School Principals' Course.

The candidates who complete the third course and who on September 1, 1962, hold positions as principals or vice principals will be granted a Secondary School Principal's Certificate. The candidates who do not hold either of these positions will be granted an Interim Secondary School Principal's Certificate, valid in a secondary school for five years from the date of issue.

WHEN THE FIFTH SECONDARY SCHOOL PRINCIPALS' COURSE IS OFFERED IN 1963, ALL CANDIDATES WILL BE REQUIRED TO TAKE BOTH SESSIONS OF THE COURSE.

Will you please bring this memorandum to the immediate attention of members of your staff who may be interested.

E. F. Daniels.

for S. D. Rendall,
Superintendent of Secondary Education.

November 9, 1961.

1961-62:24
4500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Proposed Summer Course for Heads of Departments

The Department of Education is planning to operate a brief summer course (August 20-25, 1962) for Heads of Departments in Secondary Schools, provided that there is sufficient response.

The week of August 20-25 has been chosen to make it possible for teachers who are marking papers, or taking refresher courses, to have some holiday before undertaking this course.

Membership

The course will be open to heads of departments, acting heads, or specialists interested in becoming heads.

Staff

Outstanding heads of departments and administrators in our secondary schools, in addition to Departmental officials.

Organization and Purpose

General sessions and individual subject seminars will be included in a concentrated course designed to give maximum practical assistance to a head of department in such areas as the following:

(a) efficient organization and administration of a department;

(b) the duties of a Head as seen by the Superintendent, Principal, Inspector, and other teachers;

(c) effective in-service training for young teachers;

(d) the building of good courses of study for the various grade levels and Branches of the Secondary School Programme;

(e) teaching-aid materials;

(f) texts and reference books in a subject field;

(g) testing procedures;

(h) supplementary reading and reference in all subject fields;

(i) any kindred topics in which the subject groups may be interested.

Place

Facilities at the Ontario Agricultural College, Guelph, are available for approximately 250 applicants.

The fee for the course will be $15. Approximate cost of accommodation is $25 for the week.

(Over)

GUYANA

DEPARTMENT OF EDUCATION

The Principal is asked to bring this memorandum to the attention of teachers who may be concerned.

A teacher who is interested is asked to answer the questions below and have this sheet sent to Dr. S. D. Rendall, Superintendent of Secondary Education, Parliament Buildings, Toronto, on or before January 12, 1962.

Teachers who indicate their interest will be notified whether the response to the proposal has been sufficient to justify the provision of the course. At the same time, application forms will be sent.

Name of School ..... Principal .....

1. I would be interested in attending the proposed course.

   Name .....

   No. of years experience in a secondary school to June 30, 1960 .....

2. The subject field of first interest to me is .....

3. If there is not a sufficient response to set up this group, my second choice is
   .....

4. Check the answer which applies to you.

   I am a qualified Head ☐

   I am an acting Head or Co-ordinator ☐

   I am a specialist interested in becoming a Head ☐

If the principal has no interested applicants, a "Nil" report should be returned. If several teachers are interested, additional copies of the information above may be typed and used.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, December 11, 1961.

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Memorandum to

Directors of Education
Superintendents of Secondary Education
Principals and Teachers of Secondary Schools
Principals and Teachers of Inspected Private Schools
Principals and Masters of Teachers' Colleges
Elementary and Secondary School Inspectors

RE THE ADVISABILITY OF PROVIDING A UNIFORM EXTERNAL EXAMINATION AT THE END OF GRADE 12

1. *Historical Background*

A Special Committee of the University Matriculation Board, comprising two representatives from the Department of Education, one from the Secondary School Teachers' Federation, and three from the Universities, reported in March 1961 that it found substantial support for its belief that the lack of an external examination at the end of Grade 12 has contributed to

(*a*) a lowering of standards at the "Junior Matriculation" level, which permits entry into the present Grade 13 year of many persons who are not academically capable of benefiting from that year;

(*b*) a lack of motivation and of continuity of effort in pupils;

(*c*) the making of Grade 13 a "cram" year to compensate for the apparent lack of preparation in earlier years;

(*d*) the undue emphasis upon Grade 13 examination results as a criterion of school achievement.

The Special Committee recommended that the Minister be asked to give favourable consideration to the re-establishment of a uniform external examination at the end of Grade 12 (Junior Matriculation) of the General Course, mainly essay-type and consisting of a 2-hour paper in each subject, to be set under the direction of the Department, marked locally by the teachers in the schools with a detailed marking scheme, and subject to spot-checking of the marking by the Department before the results are released.

2. *Appointment of a "Grade 12 Examinations Study Committee"*

The Minister of Education, in the light of the recommendations of the Special Committee and in view of Departmental belief in the necessity of using some method of maintaining uniform minimum standards at the end of Grade 12, has appointed a "Grade 12 Examinations Study Committee," representative of the Department of Education, the Ontario Secondary School Teachers' Federation, the Ontario Secondary School Headmasters' Association, and the Universities, to consider the advisability of re-establishing a uniform external examination at the end of Grade 12.

Departmental approval has been given to the request of the Committee that this memorandum be issued.

3. *Present Opinions of the "Grade 12 Examinations Study Committee"*

(*a*) The Committee recognizes that in a number of schools adequate procedures are followed to ensure a desirable level of achievement at the end of Grade 12. It notes, however, the difficulty which many teachers experience in the preparation of suitable examination papers and believes that papers set by groups of experienced teachers would be very helpful. It believes that among the 450 secondary schools and 150 private schools there are many whose principals and teachers would welcome, and indeed benefit from, assistance of this nature.

[OVER]

(*b*) The Committee concurs in the expressed opinion of Departmental officials that the Grade 12 Departmental Tests which have been used for the past three years are limited in scope and are at best a temporary expedient for the securing of uniform minimum standards.

(*c*) The Committee notes the increasing interest of the Universities in the whole school record and particularly in that of Grade 12, as indicated by the discernible trend toward the possibility of granting tentative early admission to University before the Grade 13 Departmental examination results become available.

(*d*) The Committee feels strongly that it would be unwise to institute any type of uniform external examination which would militate against the choice of topics and of texts which is permissible at present, or which might lead to undue stress upon teaching for examination purposes.

(*e*) The Committee believes that it is feasible

(i) to have uniform examinations, two hours in length and with suitable options, set by committees of teachers under the direction of the Department and written as the school's final examinations in June; and

(ii) to have the answer papers marked locally in a uniform manner with the use of provided marking schemes.

In any year the examinations might cover all subjects of Grade 12 and the diploma subjects of Grade 11, or they might deal with only some of those subjects.

(*f*) The Committee believes, however, that the suggested uniform examination could not be considered a "Departmental Examination" in the same sense that the Grade 13 Departmental examination is so considered, because

(i) it would not be feasible for the Department to spot-check the marking of the answer papers in time to have results decided and diplomas issued in August, and

(ii) such a policy would not be consistent with the present desirable plan whereby the year's record is taken into account when the final Grade 12 standing is being determined.

(*g*) The Committee believes that if they are used at all, these uniform examinations should be provided for each of the present Courses and in due time for each of the three Branches: Arts and Science; Business and Commerce; Engineering, Technology and Trades.

(*h*) Accordingly, the Committee believes that some type of uniform examination would serve its best purpose as a co-operative effort to assist teachers and schools to achieve and maintain adequate standards rather than as a means to determine the standing of individual pupils at the end of the school year.

4. *The Proposals of the Committee*

Upon the basis of its study, the Committee makes the following proposals:

(*a*) that the Department discontinue the present Grade 12 Departmental Tests;

(*b*) that a different kind of Grade 12 Departmental Tests, mainly essay-type and prepared by committees of teachers under the direction of the Department, be introduced;

(*c*) that all schools wishing to recommend pupils for the Secondary School Graduation Diploma be required to use these Grade 12 Departmental Tests, where provided, as the June examinations and that all pupils be required to write them;

(*d*) that in the initial and experimental stages not more than three subjects be tested in any one year;

(*e*) that the schools continue to use the year's record for all subjects in deciding final standing, but that, in order to provide a basis for helpful comparisons, all schools be required to use the same ratio of the year's record to the June examination, to be decided upon as a result of this study;

(*f*) that the Department provide forms for reporting

(i) the marks representing the year's record,

(ii) the marks obtained on the June examinations, some or all of which will be the Grade 12 Departmental Tests, and

(iii) the final assigned marks for diploma recommendations,

and that the Department undertake to use this information to provide helpful information to the schools regarding standards, although not necessarily in each subject each year;

(*g*) that these proposals, if adopted, become effective in June, 1963.

5. *The Committee's Request for Opinions*

In order that the Committee's recommendations to the Minister may be based upon a full consideration of the opinions of educationists throughout the Province, comments will be sought shortly from the following organizations and individuals.

The Directors of Education, as individuals
The Association of Secondary School Superintendents, as a group
The Ontario School Inspectors' Association
The Ontario Teachers' College Association
The Ontario Secondary School Teachers' Federation
The Ontario Secondary School Headmasters' Association
The English Catholic Private Schools, as a group
The French-speaking Private Schools, as a group
The Canadian Headmasters' Association (Independent Boys' Schools) Ontario members, as a group
The Association of Headmistresses (Independent Girls' Schools) as individuals
The Heads of the Universities

The Committee will communicate immediately with the executive officers of the organizations and with the individuals mentioned above to seek answers to the following questions, with the request that the replies be sent to the Committee on or before *January 25, 1962.*

1. Are you (i.e., the members of your organization) in favour of the establishment of Grade 12 Departmental Tests along the lines suggested in this memorandum? Yes..... No.....

If the answer to Question 1 is "yes", please answer Questions 2 and 3.

2. Do you believe that objective-type items should be used,

   (*a*) to a limited (30%) extent? ..... (*b*) almost entirely? .....

   (*c*) not at all? .....

3. Assuming that each school would be permitted to use its own weighting system in deciding the mark to represent the year's record, check which of the following ratios you would favour for establishing the final diploma mark for each subject.

	Year's record	June examination, which in some or all cases would be the Grade 12 Departmental Test
	1 (50%)	1 (50%) .....
	1 (33⅓%)	2 (66⅔%) .....
	1 (25%)	3 (75%) .....
	2 (40%)	3 (60%) .....
Some other ratio	.....	....

For each of the three questions above, the Committee will ask that, where a poll has been taken, the number voting for and against, or for each item, be indicated. Also, comments will be invited.

6. The co-operation of all who are concerned in this important study will be appreciated.

F. S. Rivers

TORONTO, December 1, 1961.

Chief Director of Education.

1961-62:26
4500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. Use of Graph Paper on the Grade 13 Departmental Examinations

Section 44 of Ontario Regulations 45/59 places the responsibility upon the presiding officer for having on hand a supply of squared paper for the Mathematics and Physics examinations.

Principals are asked to check their stock of this paper to see whether its top margin is gummed. If the suppliers are not producing graph paper with a gummed edge, the Registrar would be pleased to know the names of the suppliers so that he may make a request of them.

2. Catalogues of Equipment

For some years the Department has supplied covers and refill sheets for equipment catalogues in the secondary schools. Many schools now prefer to use some form of card index system. Commencing in January, 1962, principals will be required as hitherto to maintain an accurate inventory of library books and all equipment for purposes of page 11 of the Principal's Statement but this may be kept in the form considered most convenient. Although the Department will discontinue its issue of covers and refill pages for the catalogues in use at present, it will be a relatively simple matter for school officials to obtain refills from a local printer or stationer.

3. International Mathematics Contest, March 8, 1962

The Department is pleased to support the Canadian Association of Actuaries and the Canadian Congress of Mathematics in sponsoring the Mathematics contest in the secondary schools of Ontario.

The rules of the contest will be similar to those of past years. If the principal has not received an invitation for his school to participate by December 31, he may write to Mr. D. R. MacLeod, Associate Actuary, The Manufacturers Life Insurance Company, 200 Bloor Street East, Toronto.

4. Visit of Ontario Teachers of German to Germany during the Summer of 1962
(Ref. Memorandum 1959-60:50)

The West German authorities are contemplating a repetition of the offer of 1961 to act as hosts to 20 Ontario teachers of German for a period of two weeks. The exact location for this visit has not been decided but it will likely be in the Rhine district.

In view of the great success of the 1961 visit and the gratifying response of teachers, it is expected that applications for the second trip will be greater than can be accommodated. To ensure fairness to all, teachers' applications will be processed in the order in which they arrive at this office.

Those who indicate their interest to participate will be required to enter into negotiations with a travel agent regarding their passage to Europe. All expenses involved in this trip are to be borne by the individual teachers, except during the two weeks that they are guests of the German Government.

(Over)

Interested teachers should write to Mr. A. F. W. Hodgins, Secondary School Inspector, 40 Eglinton Avenue East, Toronto 12, within the next month.

5. Film "You Can Go A Long Way"

The National Film Board has produced a film, "You Can Go A Long Way", which encourages young people to stay in school, to graduate and to seek suitable training.

This recommended film is now available from the Audio-Visual Education Branch, Department of Education, 559 Jarvis Street, Toronto.

6. Group Visits of Pupils to Upper Canada Village in 1962

Group visits to Upper Canada Village by Ontario school pupils may be arranged for the two periods May 16 to June 30 and September 4 to October 15, both dates included in each case. The Village will be open from 9.30 a.m. to 7.00 p.m. The details for the tours must be completed at least three weeks in advance of the date of the visit. At least one half day should be allowed to tour the Village. The authorities suggest that box lunches should be taken by the pupils concerned.

In correspondence with Mr. G. W. Arthurs, Information Officer, the Ontario-St. Lawrence Development Commission, Box 340, Morrisburg, Ontario, the following data should be supplied: (a) an alternative date; (b) the expected time of arrival; (c) the number in the group and the school grades represented; (d) name and address of the school; (e) number of teachers and adult supervisors.

7. Alcohol Studies Guide

At the request of the Department of Education, the Alcoholism and Drug Addition Research Foundation of Ontario has prepared a pamphlet entitled "Alcohol Studies Guide".

Copies of the Guide, which will be of particular interest to teachers of science and teachers of physical and health education, have been forwarded to your school for reference purposes. All copies should be placed in the school library for the use of teachers and students.

Replacement copies for teachers' use, but not class sets, may be obtained from the Department of Education.

A. F. W. Hodgins

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, December 20, 1961.

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MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1962. The principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' College and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School principal is requested to inform the principal of the Teachers' College in his district on or before February 1, 1962, of the names of students in his school who are interested in entering Teachers' College in September, 1962, and who may have the necessary qualifications for admission at that time. It will be appreciated if you will divide the list of names into two parts, (i) possible applicants for the One-year Course, for which standing in eight Grade 13 papers, including English Literature and English Composition, is the general academic requirement for admission, and (ii) possible applicants for the Two-year Course for which the Secondary School Graduation Diploma of the General Course with four options is the minimum academic admission requirement. Secondary Schools preparing students for admission to the University of Ottawa Teachers' College will be familiar with the courses at that institution. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by February 1.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

H. E. Edgar

Deputy Minister of Education.

Toronto, December 1, 1961.

1961-62:28
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MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re: Course of Study in Science for Grade 10

Principals are requested to bring this memorandum to the attention of all teachers of Science.

Recommendations made by the committee appointed to undertake a revision of the Course of Study in Physics for Grade 11 necessitate one change in the Course of Study in Science that is to be introduced in Grade 10 in September, 1962.

Section 2(e) of Unit IV of the Grade 10 outline (Curriculum I: 1(e), Intermediate Division Science, page 56 of the first printing) has been expanded and made obligatory. The section should, therefore, read as follows:

2(e) The lever in terms of force and work. Mechanical advantage. Moment of a force.

Teachers are requested to make a note of this change in their copies of the outline.

S. D. Rendall
Superintendent of Secondary Education.

December, 1961.

1961-62:29
4500

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

A. Marking of Attendance for June, 1962 (not applicable to Private Schools)

Section 5(d) of The Department of Education Act, R.S.O. 1960, reads as follows: "For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days attendance lost by pupils who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations that they were not required to write."

In order to ensure uniformity in procedure, and to enable Boards to receive the full grant to which they are entitled under the above-mentioned section, all those concerned are directed to conform to the plan outlined below.

1. Only those pupils who are in actual daily attendance up to and including June 8, 1962, shall be marked present in the Daily Register of Attendance. Grade 13 pupils may be exempted from this ruling during any part of the week preceding the examinations at the discretion of the principal. For each pupil who is thus exempted the letter "G" shall be entered in the Daily Register.

2. Except as provided in paragraph 4 below, all final examinations in Grades 9 to 12 inclusive shall take place after June 8, 1962, on such dates as the principal may determine. For each pupil of Grades 9 to 12 inclusive who writes these examinations, the letter "G" shall be entered in the Daily Register of Attendance for each school day from June 11 to June 29, 1962, inclusive.

3. For each pupil of Grades 9 to 12 inclusive who has been in regular attendance up to and including June 8, 1962, and who has been excused from examinations because of superior standing during the school year, the letter "G" shall be entered in the Daily Register of Attendance for each school day from June 11 to June 29, 1962, inclusive.

4. School examinations in the diploma subjects of Grades 11 and 12 of the General Course may be held on or after June 4. School examinations in the subjects of Grades 11 and 12 of other courses may be held on or after June 4 only in schools where no pupils of Grades 11 and 12 are excused from writing examinations by virtue of recommendation. For each pupil who writes the examinations referred to in this paragraph, the letter "G" shall be entered in the Daily Register of Attendance for each school day on which these examinations are held.

5. For each pupil who writes one or more Grade 13 Departmental examination papers, the letter "G" shall be entered in the Daily Register of Attendance for each school day from June 11 to June 29, 1962, inclusive.

(Over)

B. Arrangements for Examinations, June 1962 (applicable to Secondary Schools and Private Schools unless otherwise noted)

1. Commencing in June, 1962, all pupils of the General Course in Grades 11 and 12 will be required to write final school examinations in their diploma subjects. (Ref. 1960-61:50)

2. Wherever the time-table permits, Geometry and Physics of Grade 11 (or Grade 12) should be placed in the first week of the examinations so that teachers may have ample time to compare the marks with the pupils' scores on the Grade 12 Departmental Tests in these subjects. If possible, English (or part thereof) in Grade 12 should be set against English Composition in Grade 13.

3. When the timetable for June examinations, Grades 9 - 12, (Grades 11 and 12 only in a Private School) is posted in the school, a copy of it is to be mailed to the District or Municipal Inspector.

4. The marked examination papers of candidates in Grade 12 of all courses and in diploma subjects in Grade 11 of the General Course, with one copy of the marking scheme, are to be retained by the Principal until May 1 of the following year.

5. Standings obtained in diploma subjects of Grades 11 and 12 may be announced to candidates at the end of the school year on condition that the phrase "subject to the approval of the Department of Education" be included in the statement. The Department wishes to discourage the practice of holding graduation ceremonies before diplomas are issued.

6. All teachers in Secondary Schools are expected to be available for such duties as Principals may assign them up to and including June 29, 1962. If only from the standpoint of good public relations, observance of this requirement should commend itself to all members of the teaching profession.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, January 2, 1962.

1961-62:30
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Memorandum to Principals of Secondary Schools
Principals of Inspected Private Schools
(with copies to Registrars of the Universities)

Re Appointment of Associate Examiners
for the Grade 13 Examinations of 1962

1. The Minister of Education appreciates the gratifying response of Grade 13 teachers to the request for Statements of Availability as Associate Examiners in 1961. He hopes that eligible teachers, particularly those with considerable experience and high academic standing, will offer their services for the 1962 examinations. An effort will be made to arrange for the appointment of those who volunteered last year but could not be appointed, provided that they again send in Statements of Availability.

2. Statements of Availability have been sent to the schools. If they are returned to the Registrar immediately after the receipt of this memorandum, it seems likely that notices of appointment can be mailed from the Department on or before February 28.

3. It should be noted

   (a) that no names, even of those who marked last year, can be considered unless a Statement of Availability is received;

   (b) that all Statements of Availability require the certification of the Principal or the Dean as to the subjects taught at the Grade 13 level.

4. In February, it is not feasible to select all of the Committee members. Consequently, notices of appointment to new Committee members will not be sent out until sometime in April. At that time it will be necessary to allow appointees to choose between the original appointment and the later appointment to the Committee.

5. Conditions of Appointment
An Associate Examiner from a Provincial school is required to hold a Permanent teaching certificate granted before January 15, 1962, to have had at least two years' teaching experience in an Ontario Secondary School, and to

   (a) be engaged in teaching one or more Grade 13 subjects in the day classes of a secondary school for the school year 1961-62, or

   (b) be the head of a department, or

   (c) have taught one or more Grade 13 subjects in the day classes of a Provincial secondary school during the past two or three years, or

   (d) be engaged in teaching one or more Grade 13 subjects in the night classes of a Provincial secondary school.

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An Associate Examiner from a private school must have had at least two years' teaching experience in Ontario in a secondary school, a university, or a private school, and must be recommended by his Principal. An Associate Examiner from a university must have had at least two years of teaching experience in Ontario as an instructor in a university or a teacher in a secondary school or a private school, and must be recommended by his Principal or Dean.

NOTE: The usual three-year marking period may be extended in cases where such action would be of definite benefit to the marking sections. Care would be taken to make sure that eligible teachers, whose turn for appointment had come, would not be overlooked. In view of this statement, teachers interested in continuing on the marking staff are requested to send in a Statement of Availability.

6. The Regulation for Grade 13 Departmental Examinations has been amended to provide for payment of Associate Examiners at the rate of $28. a day.

In addition, an Associate Examiner whose place of residence is not in The Municipality of Metropolitan Toronto and who establishes a place of residence in The Municipality of Metropolitan Toronto for the purpose of engaging upon his marking duties will be allowed living expenses not exceeding $4. for each day upon which he is so engaged.

7. The hours of work for Associate Examiners will be from 9.00 a.m. to 11.45 a.m. and from 1.15 p.m. to 4.30 p.m. with ten-minute breaks in the morning and afternoon, except on Saturday when the hours will be from 8.30 to 12.00 noon. Committee members will begin work on or about June 21. The sections will begin on July 3. The end of the marking period varies from about July 24 to August 4.

The usual co-operation of the teachers is requested in this very important work.

Deputy Minister.

TORONTO, January, 1962.

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MEMORANDUM TO DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SECONDARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: Part-time Marking of Correspondence Courses

Since 1950 the Department has followed the plan of having its lessons for Correspondence Courses in Grades 9 to 13 marked outside on a part-time basis by teachers in the secondary schools who have been found to be outstanding in their ability to organize and present the work in their subjects. As the enrolment in the courses grows, the need for markers increases, and secondary school principals in any part of the province are asked to inform teachers interested in becoming markers for the Correspondence Courses Branch that they are invited to apply to the Director, Correspondence Courses Branch, 559 Jarvis Street, Toronto.

It is suggest that principals give this information only to teachers who are considered suitable for this work and likely to be interested in it. Applicants should state the subjects and grades which they prefer. AT PRESENT TEACHERS OF ENGLISH AND MATHEMATICS ARE ESPECIALLY NEEDED. It should be understood that every person applying will not necessarily be appointed. However, their names will be placed on a list from which markers will be selected as they are required. Markers selected are those who know the subject matter thoroughly, who are teaching successfully in the classroom, and who would be in sympathy with the needs of students, generally adults, who find it necessary to study by Correspondence. Payment to those appointed will be made on a per-lesson basis.

C. W. Booth

Deputy Minister

Toronto, January 11, 1962

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Training of Commercial Teachers 1962

In order to increase the supply of teachers capable of giving specialized instruction in Commercial Subjects to the increasing number of pupils who wish to obtain education and training for the fields of business and commerce, certain changes are announced regarding the training of prospective commercial teachers.

1. Option in courses leading to High School Assistant's Certificate

In the regular session at the Ontario College of Education and the Initial Eight-Weeks Summer Course to be offered at Toronto, Kingston, and London in 1962 for the training of secondary school teachers who hold acceptable university degrees, Commercial Subjects may be included as one of the three teaching options to be chosen by each applicant. These courses lead to the High School Assistant's Certificate valid in any secondary school. Prior to making a contract for employment with a school board, prospective summer course applicants who expect to teach Commercial Subjects must arrange during February and March for tests in the skills requisite in this field at the Ontario College of Education.

2. Vocational Certificate in certain Commercial Subjects

As a temporary measure, if there are sufficient applicants, a first Special Commercial Summer Course of five weeks will be offered at Toronto in 1962 leading to a Vocational Certificate valid for teaching certain commercial skills or subjects in any secondary school. To this course may be admitted applicants

(a) who hold acceptable certificates, diplomas, or degrees as (i) Chartered Accountants in Ontario, (ii) Certified Public Accountants in Ontario, (iii) Certified General Accountants in Ontario, (iv) graduates of the 3-year course in Secretarial Science at an Ontario Institute of Technology, (v) graduates of 3-year post-secondary school commercial courses of the United Kingdom, or (vi) graduates of accredited universities who wish to qualify as teachers of certain commercial skills or subjects only;

and

(b) who have passed tests in the skills or subjects which they will teach as outlined in paragraph 1 above;

and

(c) who have obtained positions to teach the commercial skills or subjects for which there were no other applicants holding

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qualifications as commercial teachers or willing and able to enrol in the Initial Summer Course with Commercial Subjects as an option.

Applicants who are accepted for this Special Commercial Summer Course in specified commercial skills or subjects, who complete a second summer course in 1963 and who teach successfully, will be granted an Interim Vocational Certificate, Type B, in Commercial Subjects. These teachers may apply for a Permanent Vocational Certificate in Commercial Subjects in due course. This first course will not be repeated unless the acute shortage of commercial teachers continues.

Further memoranda to state the procedure for the employment of teachers and give details regarding special summer courses for teacher-training will be issued to Secondary School Principals about February 15. These will be similar to Memorandum 1960-61:43 and Circular 623 (1961). Copies will be available for prospective teachers from the Department of Education or the offices of university registrars after that date. This memorandum is issued now in order to permit interested persons to arrange with the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, for tests in commercial skills or subjects at as early a date as possible.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, January 15, 1962.

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Memorandum to University Registrars
Secondary School Principals
Secondary School Inspectors
Principals of Private Schools

Re Admission Requirements for Type A Courses at the Ontario College of Education

This memorandum amplifies Section 1 of Circular 649 entitled "Academic Requirements for Admission to Courses and Examinations at the Ontario College of Education leading to the Interim High School Assistant's Certificate, Type A, as Approved by the Minister of Education, Province of Ontario, 1961", and indicates a modification in the requirements for certain combinations of science subjects. Section 1 outlines the two routes to a Type A certificate valid in the secondary schools. Section 1 (a) refers to the honour courses which have been accepted by agreement between the Department of Education and the universities. Section 1 (b) sets forth an alternate route, described below, for admission to courses leading to the Type A certificate in some subject fields.

The Department of Education is not prepared to consider for admission through Section 1 (a) applicants whose major studies at university have been in subjects not taught in secondary schools or who have been prepared primarily for a profession not closely related to teaching. In determining the suitability of an honours programme as academic preparation for specialist teachers it is necessary sometimes to discount certain obligatory subjects of the university course which may be of paramount importance in another profession but are of little value to prospective teachers. All the courses in an honours programme submitted for approval by agreement should provide a background of scholarship desirable for a secondary school specialist teacher. A four-year programme that does not comply with the terms of an agreement, or that fails to meet the requirements for admission to a course leading to a Type A certificate, may be quite adequate for admission to the course leading to the Type B certificate or to the Type B certificate endorsed in one subject. Nevertheless, graduates from such a programme by virtue of proficiency or special combinations of options may be accepted through Section 1 (b).

Section 1 (b) was originally designed for practising teachers who have demonstrated professional competence. It is now extended to include university graduates, who did not choose honour courses covered by agreement or who formerly planned to enter professions other than secondary school teaching, if sufficient courses (in terms of credits) equivalent to honours level have been completed. On presentation of the transcript of his university degree with sufficient honour credits following the completion of a carefully planned four-year course an applicant may, in some circumstances, gain admission to one of the courses leading to a Type A certificate although he does not hold an honours degree.

The credit arrangements listed in Section 9 to 31 of Circular 649 are to be regarded as minimum requirements since they usually do not include as many credits as the honour courses approved by agreement under Section 1 (a). It is essential that university courses selected for credits under Section 1 (b) should be entirely appropriate for teaching secondary school subjects as a specialist.

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Sections 28-30 inclusive, pertaining to Physics and Chemistry, Physics and Biology, and Chemistry and Biology each formerly required minima of 15, 15, and 6 credits in three science subjects as parts of a minimum total of 42 credits in science. These Sections are now amended to omit the third science subject with 6 credits in each case for purposes of the Type A certificate.

A candidate may now proceed with at least 42 acceptable credits in two science subjects (at least 15 credits in each) to the Type A certificate in the two subjects indicated and to the Permanent Specialist's Certificate. However, a teacher obtaining the certificate without 6 credits in the third subject of science listed in the section which is applicable shall not be appointed Head of any science department until the 6 credits (2 courses) in the third subject have been completed and approved by the Department in accordance with Circular 649 as originally issued in 1961.

C. W. Booth
Deputy Minister of Education.

TORONTO, January 23, 1962.

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. School Libraries

A. Summer Courses in School Librarianship

The Ontario College of Education will administer the Summer Courses in School Librarianship. Part I of the Intermediate Course will be offered in the summer of 1962. Application forms may be obtained from the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario.

B. Book Lists for Secondary Schools

The Basic Book List for Secondary Schools will be distributed soon to the secondary schools. It represents the first 2000 books to be purchased for the secondary school library. It differs from the Reading Lists, Intermediate and Senior, in that it includes a selection of reference books related to every subject on the curriculum.

Supplements to the Reading Lists, Intermediate and Senior, will also be sent to each school. These supplements include some recent titles as well as a few which were formerly out of print. A list of titles out of print has been included.

The complete revision of the two reading lists will be undertaken in the near future. It is important that these book lists be placed in the library where they may be used by both teachers and students.

2. Diploma Subjects of Grades 11 and 12 of the General Course

Since there has been some confusion in the interpretation of Section 4 of Memorandum 1961-62:29, "diploma subjects" of Grades 11 and 12 of the General Course may be defined as the Grade 12 subjects in which marks are entered directly on Exam. Form 360A, Report of the Principal Recommending for the Secondary School Graduation Diploma, and the subjects of Grades 11 and 12 in which marks are averaged for entry on Form 360A, i.e. World History I, World History II, Geography Part I, Geography Part II, Geometry and Algebra, Physics (or Agricultural Science I) and Chemistry (or Agricultural Science II). Therefore, such subjects as English, Latin, French, Art, Industrial Arts of Grade 11 are not diploma subjects, since only the Grade 12 marks in these subjects are entered on Form 360A.

On page 10 of Circular H.S. 1, 1961-62, it will be noted that Geography Part I and Geography Part II are mentioned as independent parts of the subject of Geography and that a pupil's marks should be averaged in the same manner as for History.

3. Leaflets and Posters of the Ontario Hospital Services Commission

Principals are again requested to distribute to pupils in Grades 12 and 13 the leaflets being sent to the schools by the Ontario Hospital Services Commission and to display the poster in a suitable place in the school.

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4. Booklet re Alcohol

One copy of the booklet "It's Best to Know About Alcohol" is being sent to each secondary school principal with this memorandum. Copies in sufficient numbers for distribution to each pupil in Grades 10, 11, 12, and 13 will be sent direct to the schools from the printer in the near future.

5. IAM Scholarship

The International Association of Machinists will award a limited number of scholarships to children of members in the United States and Canada who enter college in the fall of 1962. The small pamphlet enclosed may be drawn to the attention of Grade 13 pupils who are the sons or daughters of members of the Association.

6. Ontario Hydro Films

The Ontario Hydro Electric Power Commission is prepared to make available on loan to schools without charge a number of 16 mm. colour and sound films, averaging 20 to 25 minutes in length, dealing with such topics as hydro-electric installations, power developments, and the St. Lawrence Seaway. These have been approved by the Audio-Visual Branch of the Department of Education. The following titles are available: Hydro Highlights; The Land is Mine; Yours to Command; History, Beauty and Power; Royal Visit to the St. Lawrence; The Incredible Cataract; Power from the Ottawa; A Gift of Nature; From Dream to Reality. The material and films are available from: Ontario Hydro, Information Division, 620 University Avenue, Toronto 2, Ontario.

7. Fellowships for Graduate Studies in Education at the Ontario College of Education

A number of Fellowships and other forms of financial assistance are available for students in full-time attendance at the Ontario College of Education during the regular session 1962-63 and enrolled in courses leading to graduate degrees in Education. Information regarding these Fellowships is published in the O.S.S.T.F. Bulletin and further information and application forms may be obtained from: Director of Graduate Studies, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario, before March 1.

8. Pamphlet "Why Bother to Graduate"

Principals or Guidance officials who wish to have more copies of "Why Bother to Graduate", a pamphlet issued in the past year and now reprinted in English and French, may address requests to the Director, Canadian Vocational Training, Department of Labour, Parliament Buildings, Ottawa, Ontario.

9. Geography Award

The Ontario Geography Teachers' Association is offering an annual award of $50 to the student enrolled in a secondary school or a private school in Ontario who obtains the highest marks in the Ontario Grade 13 Departmental Examination in Geography.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, February 2, 1962.

1961-62:36
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MEMORANDUM TO: Elementary School Inspectors
Secondary School Principals

RE: Departmental Summer Courses, 1962

1. Inspectors and Principals are asked to bring this information to the attention of the teachers.

2. If the number of duly qualified teachers who apply for admission is sufficient, it is expected that the following courses will be offered from July 3 to August 3, inclusive.

Art: Elementary, Intermediate, Supervisor's, Specialist, at Toronto
Elementary, at Ottawa
Audio-Visual Methods: at London, Port Arthur, and Toronto
Auxiliary Education: Elementary, Intermediate, Specialist, at Toronto
Elementary, at Kitchener
Elementary School Teacher-Librarians, at Toronto
Grade 13 Subjects: at Ottawa and Toronto
Guidance: Elementary, Intermediate, Specialist, at Toronto
Elementary, at Sudbury
Industrial Arts: Elementary, Parts I and II, and Supervisor's, Parts I and II, at Toronto
Intermediate Science (Grades 7 and 8), at Hamilton
Junior Education: at Belleville, Fort Frances, and North Bay
Music: Vocal (for Elementary Schools), Elementary Type B, Intermediate Type B, Supervisor's, at Toronto
Vocal (for Secondary Schools), Elementary Type A, Intermediate Type A, Specialist, at Toronto
Instrumental: Elementary, Intermediate, Specialist, at Toronto
Physical and Health Education:
Secondary School Men:
Intermediate Type A, Parts I and II, Specialist, at London
Secondary School Women:
Intermediate Type A, Parts I and II, Specialist, at Kingston
Elementary School Men and Women:
Elementary Type B, Intermediate Type B, Supervisor's, at Hamilton
Elementary Type B, Intermediate Type B, at Guelph
Elementary Type B, at London and Toronto
Primary Education Supervisor's: at Toronto
Primary Methods: Parts I and II, at Hamilton, Ottawa, Sarnia, and Toronto
Part II, at Barrie and Timmins
Secondary School Principals: Parts I and II, at London
Teaching English as a Second Language: at Toronto

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Short Courses

Art Refresher, at Toronto
Heads of Departments in Secondary Schools, at Guelph
Music Refresher, at Toronto
Physical and Health Education Refresher, for Secondary School Women, at Kingston
Physical and Health Education Refresher, for Secondary School Men who are Heads of Physical and Health Education Departments, at Lake Couchiching.

3. Fees

(a) The fee for each five-week Departmental Summer Course will be $25. The fee for Refresher Courses will be $5. per week. The fee for the combined Vocal and Instrumental Music Course will be $40.00. The fee for the Secondary School Principals Course will be $50.00. The fee for the Heads of Departments Course will be $15.00.

(b) A late fee of $2. will be charged on each application delivered personally to the Department of Education after May 25 or mailed to the Department in an envelope bearing a post-mark after May 25.

4. Fee to accompany application

A certified cheque or money order for the required fee, payable to the Treasurer of Ontario, must accompany each application.

5. Copies of the General Announcement of Summer Courses and copies of the application form will be mailed to all schools about the end of March.

6. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement.

H. E. Edwards

Deputy Minister

January 31, 1962.

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DEPARTMENT OF EDUCATION

Memorandum to

Members of Secondary School Boards
Members of Advisory Vocational Committees
Secretaries of Secondary School Boards
Directors and Superintendents
Principals of Secondary and Private Schools

RE INFORMATION PERTAINING TO THE REORGANIZATION OF SECONDARY SCHOOL PROGRAMMES COMMENCING SEPTEMBER, 1962

General information will be included in the brochure "After Grade Eight" to be issued particularly for teachers and parents of pupils in Grade 8, and details will be given in Circular H. S. 1, 1962-63, to be issued to Principals.

1. *Adoption of New Programmes of Study*

With the approval of the school board concerned, a principal may introduce wholly or in part the reorganized secondary school programmes of study announced by the Minister in August, 1961, commencing with Grade 9 in September, 1962, and continuing thereafter as the pupils proceed to the higher grades. A board may defer the introduction of all or part of the plan to a later year at its discretion. Schools in which the general plan has not been adopted will be deemed to be continuing the General Course, the Commercial Course, or the Technical Course, as the case may be, leading to the Secondary School Graduation Diploma now issued to pupils successfully completing these courses.

2. *Adoption of the Plan in Small Schools*

Those schools which hitherto have offered only the General Course and which because of small enrolment cannot yet establish any Branch other than Arts and Science may offer the Five-Year Programme and the Four-Year Programme in that Branch when the enrolment of Grades 10, 11, and 12 is sufficient to support two classes in each grade with a minimum of 20 pupils per class, one following each Programme, provided that the pupils' choices of Programmes by the end of Grade 9 fit that pattern of organization. Very small schools which cannot differentiate between Programmes will offer the Five-Year Programme in the Arts and Science Branch, or the General Course as formerly, in order that capable pupils may obtain, after successful completion of four or five years of the Programme, the Secondary School Graduation Diploma or the Secondary School Honour Graduation Diploma which will be required as they proceed to post-secondary education.

3. *Accommodation and Equipment*

In schools becoming composite for the first time with the erection of additions, it is not expected that all accommodation will be filled before 1964 or 1965 since only Grade 9 pupils will be enrolled in the new Branches in 1962-63. Boards and principals are urged not to create classes which are too small merely to justify filling the space in the first year or two of operation. For instance, by careful planning, a group of boys numbering 60-72 may well be divided into 2 classes for classroom subjects and into 3 classes for shops.

In these schools, some pupils will have completed one or more years of the Industrial Arts option, and may wish to continue this option through Grade 12. When the school becomes composite, this option will be continued as Shop Work and the instruction will be given in the technical shops on a rotation or semester plan. These pupils may not specialize in one particular shop.

Some boards which operate high schools or collegiate institutes are providing under the Federal-Provincial Technical-Vocational Training Agreement accommodation in which the vocational courses will be offered. Under The Secondary Schools and Boards of Education Act these boards have appointed Advisory Vocational Committees. Even though these boards are offering the regular Commercial Course and the One-Year

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Special Commercial Course at this time, subject to general legislative grants, the vocational pupil grant on behalf of pupils in these courses will not apply until (a) the board offers Grade 9 of the reorganized programmes in both the Business and Commerce and the Science, Technology, and Trades Branches and (b) the new school or addition is available for use.

4. *Teaching Staff*

The Department has taken steps to give emergency training to prospective teachers of technical subjects according to the most careful estimate possible of the number that will be required in September 1962. In the employment of technical teachers, prior consideration must be given to (1) those who are certificated, and (2) the candidates on course at the Ontario College of Education who are subsidized under the Federal-Provincial Agreement. If it is found in May that in certain trade categories no qualified person is available, consideration will be given to offering an emergency training programme to persons who can meet the admission requirements and who have a contract with a board. The details with respect to the engagement of unqualified persons are given in Memorandum 1961-62:43.

Some technical teachers in the first year may be asked to teach part time in a second shop or, for example, in a class of Mathematics, Science, or Geography. Where necessary, the Department will issue Letters of Permission to boards on behalf of these teachers to assist the schools in this initial period of adjustment.

Summer courses leading to an Interim Vocational Certificate, Type B, in Occupational Training will be offered in Toronto commencing in 1962. Applicants will be required to complete one, two, or three of these courses according to their present qualifications. An occupational trade test will be required of applicants who are not now qualified in the specific skills which they wish to teach.

Where teachers holding the Specialist Certificate in Industrial Arts, now employed in the secondary schools, are affected by the conversion of their shops to technical shops, these teachers will have an opportunity to attend summer courses in order to qualify as technical teachers. A Letter of Permission will be issued, to a maximum of three years on behalf of any such teacher, to a board to cover the period of time necessary for him to qualify. If an Industrial Arts teacher so affected chooses to teach other subjects and proceeds immediately to an acceptable university degree, a Letter of Permission will be issued on his behalf provided that he continues satisfactory progress toward qualification as a high school assistant.

Inquiries regarding vocational courses for technical teachers or occupational teachers may be directed to Mr. R. D. Phillips, Director, Vocational Teacher Education, Ontario College of Education, 371 Bloor Street West, Toronto.

Arrangements are being made also to attract more persons into teaching the commercial subjects by offering emergency professional training toward a vocational certificate permitting the holder to teach specified skills or parts of the work in the Business and Commerce Branch.

Although the supply of basically qualified secondary school teachers is improving in relation to the rapidly increasing demand, it may not be possible in certain subject fields for all boards to obtain such teachers or persons who are able to qualify professionally by taking summer courses beginning in 1962. When no applicants are available who may present secondary school teaching qualifications by September 1, boards are urged not to engage, subject to a Letter of Permission being issued, any person who has little likelihood of securing a basic secondary teacher's certificate in the near future no matter how well he may otherwise seem to be qualified. Such a person has no security in the profession since his position must be advertised each year. Only those who have made real progress toward a university degree and will complete it extramurally within three years should be considered. When in the future the supply of teachers equals the demand, unqualified persons teaching in secondary schools and the boards which continue to employ them may be in a very embarrassing position.

In the reorganization of the school programmes the best teachers should be encouraged to teach several classes in each of at least two programmes or in one programme of two or more branches. To achieve the objectives of the plan pupils who would otherwise leave school prematurely must be induced to remain profitably until graduation. This can be done only by offering them a good quality of instruction and a fair cross-section of the teachers who will be able to motivate them to their best efforts.

Each school board must convince its teachers that the success of the school in the future will be judged not so much by the outstanding achievements of a few pupils as by its contribution to the community through the training and later service as citizens of all the pupils at their respective levels of ability.

5. *Supervisory Staff*

When a board appoints a principal or other senior supervisory officer, the members collectively express initial confidence in his ability to organize, direct, and supervise. Unless this confidence has been misplaced,

he should be permitted to function as the educational official who will inform the board of the effect of the new plan on the school(s) and will recommend changes of policy. The board on its part must interpret the needs of the community and consult with the principal on the degree to which organization should be changed to meet them. A few examples will be given where co-operation and consultation between principal and board in the form of recommendation and approval, respectively, may be expected under the new plan.

(a) The smooth functioning of a school under the new plan will require a good guidance programme involving close and harmonious relationships with the elementary schools. The technical features of guidance should be in the hands of one or more trained persons. But every good experienced teacher of Grade 9 undoubtedly can contribute toward the effective functioning of the school's counselling programme. Teacher counselling time at the rate of one period per week for every 20 pupils should be included in the timetable. If the school lacks trained guidance personnel, a few experienced teachers interested and skilful in public relations should be encouraged to attend summer courses. The guidance department in a large school should be accepted as a regular part of school organization since the principal of the present day is too busy an official to continue the informal counselling service given by his predecessors.

Before Grade 8 pupils are approached in February or March for an indication of probable options to be taken in Grade 9 the principal must have the approval of the board for the options which he proposes to include in the Grade 9 year. Since this may entail employment of additional teachers with special qualifications, the month of February will probably be the month of decision for the board and principal. Although the range of possible options is great, a small school need not attempt to provide more than are economically feasible. No option should be considered until there is a reasonable hope that a competent teacher will be available. This will be even more important when a board later contemplates establishing some of the new options in Grades 11 and 12 of the Four-Year Programme in the Arts and Science Branch.

(b) Whereas the courses of the Five-Year Programme are determined generally by the requirements of post-secondary education, a greater freedom is possible in the other programmes. On the recommendation of the principal a board may request permission of the Department of Education to introduce an option in Grades 10, 11, and 12 of the Four-Year Programme which is not listed in Circular H. S. 1. After thorough discussion of the question, in view of the needs of the pupils and the community, the principal or other supervisor will be asked to submit to the Department for approval a draft outline of the proposed course.

(c) The same freedom may be exercised in even greater measure in the Two-Year Programme. This shorter programme may well be deferred until the demand for it is established. Some boards of new composite schools will delay its introduction until the other programmes are fully launched.

(d) Much of the responsibility for the Occupational Programme rests with the local school authorities. It is intended for pupils of age 15 or 16 who have been transferred rather than promoted to the secondary school. Pupils in classes organized in the Occupational Programme in any school of a system under an Advisory Vocational Committee will be considered to be vocational pupils. The courses are of short duration; they are intended to meet local needs in the service occupations and the accommodation provided is readily adaptable to various courses. Therefore, this Programme may rightly be placed under the supervision of a sub-committee of the Advisory Vocational Committee including trustees who are especially interested in fitting courses to the needs of pupils of limited abiiity. Approval of the courses in this Programme is the responsibility of the district or municipal inspector. It is the expectation of the Department that not more than 10% of the enrolment of a school district will be classified in the Occupational Programme. Occasionally it may be desirable to obtain part-time instruction by persons in supervisory positions in service establishments who are not members of the school staff. Letters of Permission may be obtained on behalf of such persons for a limited period of time.

6. *Classification of Pupils*

The principal's prerogative in classifying and promoting pupils will remain unchanged with the exception that pupils awarded a Secondary School Graduation Diploma after four years of the Five-Year Programme will be admitted to Grade 13 in the subjects listed on the Diploma.

It is the prerogative of the board to approve the programmes and options to be offered in a school; it is the function of the school staff to counsel and advise pupils, especially those of Grades 8 and 9 regarding these opportunities and the courses best suited to their capabilities; it is the right of the successful pupils and their parents to make choices from the branches, programmes, and options which are available.

A pupil may repeat any grade once to retain his place in a programme. Under special circumstances, upon the recommendation of the principal and by resolution of the board he may repeat a second time in the same grade and programme. In most cases, however, pupils who fail a grade for the second time will be

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counselled and persuaded to attempt another programme more suited to them in the school or in a provincial trade school. For others there is no alternative but immediate employment; it is hoped that the school authorities will assist in placement when the pupil is deserving of this help.

If a board is concerned that some pupils will spend two years each in successive grades, such pupils should be cautioned that repeating more than one year may bring them into the category where fees may be charged by the board in the seventh year of attendance in a secondary school (see Section 70 (6), The Secondary Schools and Boards of Education Act).

7. *Flexibility*

The expansion of secondary education in the Province of Ontario in the past twenty years has led to great diversification in school districts, in types and sizes of schools, and in means of transportation—all conditioned by circumstances physical, economic, or geographic in nature. The Department wishes to permit the maximum degree of flexibility for schools of all types, to give principals and boards the greatest freedom possible, subject only to the stipulation that the degree of uniformity necessary for the maintenance of good provincial standards be preserved, and to set the objective that every young person may have the best education which he is willing and able to obtain.

The district or municipal inspector is the person best qualified to answer questions which are of concern to a board and which the principal may not be able to answer. If his next visit is not imminent, the board may write to him for information or directly to the Department of Education. It is not expected that information from the Department will cover all the exigencies of organization and accommodation, some of which are indeed complex. The initial drafts and outlines for courses of study are to be regarded as tentative and experimental, subject to improvement according to experience.

F. S. Rivers

Chief Director of Education.

TORONTO, February 2, 1962.

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MEMORANDUM TO:

ELEMENTARY SCHOOL PRINCIPALS
ELEMENTARY SCHOOL INSPECTORS
MUNICIPAL DIRECTORS AND
SUPERINTENDENTS OF EDUCATION
SECONDARY SCHOOL PRINCIPALS
SECONDARY SCHOOL INSPECTORS

Re: Guidance and the New Secondary School Programme

The success of the new Secondary School Programme is dependent to a large measure upon the adequacy of the guidance services provided. Furthermore, assistance to pupils and their parents in making wise choices requires the active interest and participation of teachers at all levels.

May we direct your attention, therefore, to the accompanying recommendations which, if followed, can assist students to make wise educational choices. Your active support of this or some similar co-ordinated liaison procedure is urged if any part of the new programme is being adopted in your area.

C. W. Booth H. E. Elborn

Toronto, February 12, 1962.

C. W. BOOTH
Deputy Minister of Education

H. E. ELBORN
Deputy Minister of Education

GUIDANCE AND THE NEW SECONDARY SCHOOL PROGRAMME

The purpose of this memorandum is to suggest a procedure to be used in assisting pupils and their parents towards a wise selection of secondary-school branches, programmes and options at the critical grade 8 and grade 9 transition points. If the interests of pupils and the school are to be served to best advantage there must be recognition of the need for friendly two-way communication between elementary and secondary-school personnel. It is important also that both elementary and secondary schools recognize the special contribution each has to make in this area.

PROCEDURE

A. INITIAL STEP

Because pupils from several inspectorates may be enrolled in any one secondary school, it is suggested that the secondary-school principal approach the elementary-school inspectors with the objective of setting up a series of meetings designed to provide teachers, principals, pupils and parents with the information necessary for the educational choices required.

B. INITIAL MEETING

There should be an initial meeting between the secondary-school principal and the elementary-school inspectors

(1) to consider use of the pamphlet **After Grade Eight** and any additional information which should go out to the elementary schools,

(2) to prepare (a) a form for a tentative report which would indicate the number of students who expect to enrol, and (b) forms on which each pupil will indicate his choice of school, branch, etc.,

(3) to consider the increased importance of properly completed O.S.R. I's as the means of providing the secondary school with information about the pupil,

(4) to arrange for a larger meeting with elementary-school principals, grade 8 teachers, and selected members of secondary-school staff including guidance workers.

It is suggested that invitations to this meeting go out over the signatures of both the secondary-school principal and the elementary-school inspector(s).

C. MEETING OF TOTAL GROUP

At this larger meeting, attended by representatives of the elementary and secondary schools, there should be a brief, clear, presentation by the secondary-school principal and/or the head of the secondary-school guidance department on the branches and programmes offered in the local secondary schools. Any printed or mimeographed materials should be distributed and plenty of time should be allowed for questions and free discussion.

D. ROLE OF ELEMENTARY-SCHOOL PERSONNEL

Elementary-school principals and grade 8 teachers will then convey essential information to students by means of classroom instruction using the brochure entitled *After Grade Eight: Opportunities Available in the Secondary Schools of Ontario,* the specific information sheets regarding choices offered in the local schools, and any option choice forms which pupils may be expected to complete. As much information as possible should be given to parents. This may be done by the elementary-school principal and his teachers through home and school programmes, through meetings with groups of parents of grade 8 pupils, and through informal consultation at every opportunity.

It is important that each grade 8 pupil be given help in branch selection during a private interview. Parents should be encouraged to consult the teacher or counsellor whenever additional help is required.

In all discussions it should be made clear that another opportunity for branch selection will be given at the end of grade 9.

E. FIRST REPORT TO SECONDARY SCHOOL

At a mutually agreed-upon time and by a method approved by the elementary-school inspector, the elementary school will inform the secondary-school concerning the number of pupils expected to enrol in the various programmes offered.

F. VISIT OF SECONDARY-SCHOOL REPRESENTATIVE TO ELEMENTARY SCHOOL

A representative from the secondary school, possibly the principal or guidance counsellor, might later visit the elementary schools upon invitation of the elementary-school principal. The purpose of this visit would be

(1) to supplement the information given by the elementary-school teachers,

(2) to acquaint elementary-school pupils with specific information about secondary school,

(3) to introduce to pupils at least one person whom they may consult in the secondary school,

(4) to encourage some pupils, who may be hesitant, to continue their education, and

(5) if it appears desirable, to hand out final option forms.

It is suggested that parents be invited to the school to hear this presentation and to get answers to questions which they may have concerning branches, programmes, etc.

G. COMPLETION OF OPTION FORMS

Option forms bearing the signatures of the pupil, of the parent, and of the elementary-school principal or grade 8 teacher, should be transferred to the secondary schools by a method approved by the elementary-school inspector and the secondary-school principal. Such forms should include a comment by the teacher if there is disagreement with the choice made. Disagreement may point up the need for further consultation with parents, but for pupils who have obtained pass standing the right to be admitted to any branch or programme of their choice must be accepted by the schools. If the wrong choice is made and adjustments are required later, the pupil must be prepared and willing to accept any resultant inconveniences.

H. ORIENTATION DAYS

The need for regular orientation day programmes continues. It should be noted that these programmes are for the purpose of acquainting the pupil with the new school, not for testing or other administrative purposes. If it is deemed necessary to use standardized tests towards the latter part of the grade 8 year, this should be done prior to the orientation day by elementary-school personnel under the supervision of the inspector and the principal of the school (or by some other qualified person designated by him) in an elementary-school setting. The reliability of test results is lowered for many individuals when they are subjected to tests in the unfamiliar setting and excitement of orientation day.

I. TRANSFER OF RECORDS

The method of transfer of the O.S.R. I should be determined. It should be emphasized that the elementary school has a unique contribution to make in this regard; the value of continuous pupil records at every educational level cannot be emphasized too strongly.

Although a picture of the pupil as he is at the end of grade 8 is important, a knowledge of the amount and rate of growth is even more important if guidance is to be effective. The O.S.R. I provides a continuous record of this growth of the child up to grade 9 and is the accepted means of transfer of information about the pupil. When properly completed, it will provide the data necessary for pupil appraisal and understanding at secondary school.

ESSENTIAL INFORMATION

In addition to making certain that each O.S.R. I contains all the available data suggested in the manual, it is recommended that grade 8 teachers include in the Summary section the following information:

(1) pupil's plans for secondary school (school, branch, and programme),

(2) length of time pupil is likely to continue at school,

(3) teacher's comments that might be useful to secondary-school counsellors.

Each secondary school should work out with the elementary-school personnel a schedule of dates for accomplishment of the steps recommended. A suggested schedule is indicated below.

1. Before end of fall term — Initial consultation by secondary-school principal(s) with elementary-school inspector(s)
2. Early in January — Planning meeting of secondary-school principal(s) and elementary-school inspector(s)
3. Before end of January — Full meeting of elementary-school inspector(s), elementary-school principals, grade 8 teachers, secondary-school principal(s), guidance head(s)
4. By mid-February — Submission of information giving number of pupils expected to enrol in the various programmes offered
5. By mid-May — Completed option forms submitted to secondary school
6. In June — Orientation Day
7. By the end of June — Transfer of O.S.R. I folders and promotion lists

The above plan is tentative and subject to local approval and amendments. It is recognized that this year it will be impossible to adhere to the dates mentioned and that the programme may have to be somewhat compressed. In addition, schools under a director of education, where there may also be a co-ordinator of guidance services, may have found modifications to this plan advantageous in their particular system. However, the philosophy of the plan and the general pattern suggested are being followed by school systems where for many years a fairly wide choice has been offered to pupils.

The greater part of this memorandum has dealt with the choices offered at the grade 8 to grade 9 level. The principle of freedom of choice by the pupil and his parents for pupils who have obtained pass standing also applies at the grade 9 to grade 10 level. Because the pupils will be required to make more definite choices at the end of grade 9, the importance of providing time for qualified counsellors to confer with pupils and their parents cannot be over-emphasized.

With trained guidance counsellors provided with adequate time to confer with pupils and their parents, and with the school programmes adapted to particular capacities, interests, and needs, it is expected that a larger percentage of pupils will remain at school and achieve not only greater skills but also a greater measure of success and satisfaction than heretofore. To achieve these goals, it is essential that elementary-school personnel and secondary-school personnel work together, neither attempting to dominate the situation, but both working in a spirit of friendly co-operation and mutual respect in the interests of the pupil.

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Qualifications of Teachers in the Occupational Programme of the Secondary Schools

1. A teacher who holds a basic secondary school teacher's certificate may teach in the diversified occupational trades classes the subjects in which he is appropriately qualified.

2. A teacher who (i) holds a permanent teaching certificate valid in the elementary schools of Ontario, (ii) holds a Specialist Certificate in Auxiliary Education with the secondary school option, and (iii) has had five years of successful teaching experience, may teach the academic subjects in the occupational classes of a secondary school. He will be granted an Interim Vocational Certificate, Type B - Occupational Training (general subjects) without further professional training, but will not be qualified to teach in other programmes of a secondary school until he has obtained an Interim High School Assistant's Certificate, Type B, or an Interim Vocational Certificate, Type B, as may be required.

3. A person who (i) has Grade 12 Ontario secondary school standing, (ii) has had adequate practical experience in a particular field or fields of diversified occupational training, (iii) has completed satisfactorily a course in pedagogy consisting of at least three summer sessions of five weeks each, and (iv) has passed an appropriate trade test, may be granted an Interim Vocational Certificate, Type B - Occupational Training (practical subjects).

4. A person who (i) has completed satisfactorily a two-year course in Home Economics at the Ryerson Institute of Technology and a one-year course at an Ontario Teachers' College, (ii) holds an Intermediate Home Economics Certificate, (iii) has completed satisfactorily a practical work course consisting of two summer sessions of at least 200 hours each, and (iv) has passed an appropriate trade test, may be granted an Interim Vocational Certificate, Type B - Occupational Training (Food Administration).

5. A person who (i) has completed satisfactorily the three-year course at the Ryerson Institute of Technology in Merchandising Administration, or Hotel, Resort and Restaurant Administration, or Food Administration, (ii) has had at least 12 months of approved work experience in the appropriate field, (iii) has completed satisfactorily a course in pedagogy consisting of at least three summer sessions of five weeks each, and (iv) has passed an appropriate trade test, may be granted an Interim Vocational Certificate, Type B - Occupational Training (appropriate subject).

(Over)

Consideration will be given to the admission to courses qualifying them to teach in occupational classes of persons other than those referred to above who have at least Grade 12 standing and approved trade experience in appropriate fields.

Although it is expected that a full-time teacher will be in charge of the practical work, a Letter of Permission may be issued for the temporary employment in occupational classes, on a part-time basis or for a limited period to a maximum of two or three months where necessary, of a person known in the community and skilled in a specialized trade such as hair-dressing or cleaning and pressing.

If there are sufficient applicants, the first of the respective summer courses mentioned in this memorandum will be offered at Toronto in 1962. Inquiries should be directed by interested persons to Mr. R. D. Phillips, Director, Vocational Teacher Education, Ontario College of Education, 371 Bloor Street West, Toronto, Ontario.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, February 12, 1962.

FEB 26 1962

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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Holders of Industrial Arts Certificates who are at present employed in High Schools or Collegiate Institutes which will become Composite Schools

In response to the current appeal by the Governments of Canada and the Province of Ontario for increased emphasis in the secondary schools on vocational education, a considerable number of boards are in the process of providing accommodation for the teaching of vocational courses. In a number of instances, existing high schools and collegiate institutes will become composite schools and the present Industrial Arts shops will be converted to other uses. As a result of this conversion, teachers in these schools who hold Industrial Arts certificates will necessarily teach other subjects in their own schools or seek positions as teachers of Industrial Arts in schools where shops for this subject are not being converted.

The following alternatives are offered, provided that the teacher's service is satisfactory to his board and the Department of Education:

1. A TEACHER WHO HOLDS A SPECIALIST CERTIFICATE IN INDUSTRIAL ARTS

A teacher who holds a Specialist Certificate in Industrial Arts may,

(a) teach the academic subjects in his school provided that he works toward a degree acceptable to the Ontario College of Education and obtains an Interim High School Assistant's Certificate. The board will, upon request each year, be granted a Letter of Permission for this teacher, provided that each year he gives evidence of having completed satisfactorily two university subjects in his degree course;

(b) qualify for an Interim Vocational Certificate, Type B, in one of Drafting, Electricity, Electronics, Carpentry and Millwork, Machine Shop, or Welding, as follows:

by attending, provided that there are sufficient candidates in a particular trade subject, a practical work course consisting of at least two summer sessions of 200 hours each which will be offered in the subject in order to assist the candidate in securing the skill and knowledge of the trade necessary to pass the trade test required of candidates for the Interim Vocational Certificate, Type B. Upon completion of the course and on passing the trade test, the candidate will be granted an Interim Vocational Certificate, Type B. The board will, upon request each year, be granted a Letter of Permission for the candidate for a maximum of three years, provided that each summer he passes the examinations required by the course;

(Over)

(c) qualify as a teacher of diversified occupational trades by taking a practical work course consisting of at least two summers of 200 hours each in this trade work and passing an appropriate trade test. Upon completion of the course and on passing the trade test, the candidate will be granted an Interim Vocational Certificate, Type B - Occupational Training. The board will, upon request each year, be granted a Letter of Permission for the candidate for a maximum of three years, provided that each summer he passes the examinations required by the course.

2. A TEACHER WHO HOLDS AN INTERMEDIATE INDUSTRIAL ARTS CERTIFICATE

A teacher who holds a permanent teaching certificate valid in the elementary schools of Ontario and an Intermediate Industrial Arts Certificate may qualify as a teacher of diversified occupational trades by taking a practical course consisting of at least two summers of 200 hours each in this trade work and passing an appropriate trade test. Upon completion of the course and on passing the trade test, the candidate will be granted an Interim Vocational Certificate, Type B - Occupational Training. The board will, upon request each year, be granted a Letter of Permission for the candidate for a maximum of three years, provided that each summer he passes the examinations required by the course.

NOTE: Holders of a Specialist Certificate in Industrial Arts who are not affected by the conversion of their shops to vocational purposes may qualify, as formerly, for an Interim Vocational Certificate, Type B, in accordance with the provisions of Circular 612 (c), issued in January, 1960.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, February 12, 1962.

1961-62:41
4500

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DEPARTMENT OF EDUCATION

FEB 26 1962
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Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Ratings on Applicants for Teaching Positions

The attention of secondary school principals and secretaries of secondary school boards is again directed to the procedure which should be observed in making enquiry about ratings on applicants for teaching positions.

(1) All requests by telephone should be made to EMpire 3-1211, Local 2-2774. The person placing the call should give his name, position, and address. The list of applicants submitted should be arranged alphabetically and should indicate the school at which each teacher is now employed or was last employed. Separate lists should be presented for (a) assistant teachers and (b) principals, vice-principals, or heads of departments. Ratings cannot readily be given on teachers who left the profession more than three years ago, since their names do not appear on our current files. In most cases, the general ratings as indicated below will be given immediately, but where it is necessary to make a return call this will be done by making a collect telephone call as soon as the necessary information can be assembled.

(2) In view of the fact that thousands of enquiries are received, only one call should be made regarding any list of applicants, and the names of only the most suitable applicants should be submitted. It will help greatly if a preliminary reduction of the list to five or six names has been made. Replies will ordinarily be limited to general terms, such as, outstanding, excellent, very good, good, fair, unsatisfactory. More detailed comments may be made on applicants for the position of Principal, Vice-Principal, or Head of department.

(3) It is essential that all information given be treated in the strictest confidence. It is understood that ratings will be requested only for applicants answering advertised positions.

NOTE: Requests for ratings on teachers-in-training may be made on and after March 2 at the Ontario College of Education, WAlnut 3-6611, Local 802. After March 3 interviews at the College of Education with students may be arranged between 3.30 p.m. and 5.30 p.m. from Monday to Friday each week. The College of Education office will be open between 9 a.m. and 12.30 noon on March 3, 10 and 17 (Saturdays) for those who are seeking ratings on students.

S. D. Rendall,
Superintendent of Secondary Education.

February 13, 1962

1961-62:42
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DEPARTMENT OF EDUCATION

Memorandum to: Secretaries of Secondary School Boards and
Principals of Secondary Schools.

Re: Technical and Vocational Training Agreement,
Programme 1 - Vocational High School Training Programme.

The following covers some of the questions which we are asked most frequently.

1. The Government of Canada and the Province of Ontario wish that in so far as possible materials, equipment, and furniture required for building projects under the above agreement be of Canadian manufacture.

NOTE RE EQUIPMENT

The forms covering capital instructional equipment which are submitted to Ottawa for approval require that Canadian-made equipment be purchased when it is comparable in quality and kind and the price does not exceed imported equipment by more than 10 per cent. The amount allowed for instructional equipment in our approval letters is adequate to cover the additional 10 per cent.

Boards are requested to observe the above when placing orders for equipment.

Lists of instructional equipment which were prepared prior to the introduction of the above programme for certain of the technical shops have been made available to boards. These lists cover suggestions only to serve as a guide with respect to the type of equipment that might be provided. Specifications with respect to major items are incomplete and the board, or the supplier, will have to specify what additional or auxiliary items are required.

Specifications on instructional equipment to suppliers should be prepared in such a way that any supplier of comparable equipment can quote. If a particular make of equipment is mentioned, "or equal" should be added.

Normally it is not the function of the architect to specify instructional equipment, especially in the specifications covering a building. If he does render his services to the board in specifying instructional equipment, the fee for this service will be the responsibility of the board.

(over)

2. The second supplement to the Suggestions for the Layout and Construction of Schools lists certain cupboards and other items which are an integral part of the building. These, together with electrical panels and switchboards, are considered part of the building contract. Furniture which is merely fastened to a floor, and equipment such as motor generator sets, lathes and similar tools for the machine shop and other shops are considered instructional equipment.

3. In a few instances, we have found that 550-volt power is recommended for the equipment in the electrical shop on which the pupils will work. The recommended supply for these areas is 208-volts 3-phase 4-wire, or 220-volts single-phase.

4. The allowance for instructional equipment in the approval letters is intended to cover equipment and not supplies, books being included in the latter. Boards will have to make a decision on items which are consumable equipment rather than supplies, e.g. drill bits, science glassware, dishes, etc. An item of consumable equipment is considered generally to be one which has a life of two to three years. Consumable goods include the annual supplies and items of equipment which wear out or are destroyed in two to three years. When submitting invoices on equipment for payment, it is necessary to indicate clearly on each invoice the particular shop or instructional area of the school for which it is intended.

5. Boards are expected to adhere reasonably close to the amount allowed for instructional equipment in each area, although within a department of a school, as for example, the shops, some variation will be allowed. The cost of installation of items of instructional equipment is a charge against the equipment allowance.

6. In certain instances, boards have obtained the services of a technical director from another school on a consultative basis. The fee for this service is a charge against the board's current operating cost.

7. This Department suggests the inclusion of the following courtesy items on the architects' and contractors' advertising signs usually placed on all building projects:

(THIS) OR (THE VOCATIONAL PORTION OF THIS) PROJECT IS BEING BUILT BY THE PROVINCE OF ONTARIO AND THE GOVERNMENT OF CANADA

C. W. Booth

C. W. Booth,
Deputy Minister of Education.

February 14, 1962.

1961-62:43
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Memorandum to PRINCIPALS OF SECONDARY SCHOOLS AND INSPECTED PRIVATE SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PROSPECTIVE STUDENTS OF THE SPECIAL EIGHT-WEEK SUMMER COURSE (Initial Course)
PROSPECTIVE STUDENTS OF THE SPECIAL VOCATIONAL-COMMERCIAL SUMMER COURSE

Re Employment of Teachers Without Basic Secondary School Teaching Certificates

(To be read in conjunction with Circular 623)

BASIC CERTIFICATES

1. The basic certificates qualifying the holder to teach in an Ontario secondary school are

   (a) the Interim High School Assistant's Certificate, Type B, or the Permanent High School Assistant's Certificate,

   (b) the Interim Vocational Certificate, Type B, or the Permanent Vocational Certificate (valid only for teaching vocational subjects),

   (c) the other certificates less commonly held and listed in a memorandum dated May 25, 1961, sent to secondary school principals with the Principal's Statement.

NOTE: The following persons may, *for the purposes of this memorandum,* be considered to hold basic teaching certificates:

   (a) Teachers-in-training at the regular session (September-May) of the Ontario College of Education;

   (b) Teachers with elementary-school or vocational teaching certificates who are eligible to attend the Regular eight-week Summer Course leading to an Interim High School Assistant's Certificate, Type B, and who give written assurance that they will do so in 1962.

   If such persons fail to obtain the Interim High School Assistant's Certificate, Type B, they will not, of course, be considered to have basic certificates in September, 1962.

ADVERTISING OF TEACHING POSITIONS

2. (a) By agreement, positions for secondary school teachers required for September, 1962, will not be advertised before February 28, 1962.

   (b) Prior to April 1, 1962, Boards may sign contracts only with teachers holding the required secondary school basic teaching certificate. Such teachers would also have priority under 2(e), 3(b), and 4 with reference to positions advertised after April 1.

(c) A position held during the school year 1961-62 by a teacher who does not hold the necessary basic certificate must be advertised subsequent to April 1 (at least three insertions) in a newspaper having a provincial circulation, unless the teacher concerned is able to complete his basic teaching qualifications by September 1, 1962, and gives written assurance to the Board that he intends to do so.

(d) A Board, in advertising for a teacher, should state the salary to be paid and the subjects and, if possible, the grades which are to be assigned to the teacher.

(e) Before a Board may employ as a teacher a person who does not hold a basic teaching certificate it must advertise the position subsequent to April 1 (at least three insertions) in a newspaper having a provincial circulation.

(f) A Board which has employed during the school year 1961-62 a teacher who holds the proper basic teaching certificate but who does not hold the *special certificate* required by the Regulations for the teaching of a particular subject, is *not* required to advertise the position, if the teacher gives written assurance to his Board that he will attend a Summer Course in 1962 to improve his standing or to complete his qualifications for the special certificate concerned.

It should be noted, however, that the Minister's permission is required in every case where a special subject is being taught by a teacher who does not hold the proper qualifications for the teaching of that special subject. A minor exception to this requirement was noted in Circular 623, Section 2(c) issued in 1960-61 and will be applicable in 1962-63 only.

(g) A Board desiring to employ a person who is eligible to attend the Initial Summer Course (announced in Circular 623) should follow the procedure outlined in section 3 below.

INSTRUCTIONS TO SCHOOL BOARDS

Re Engagement of Persons Eligible to Attend the Initial Summer Course Leading to the Interim High School Assistant's Certificate, Type B. (See Circular 623)

3. A Board, when applying to the Department of Education for permission to engage a teacher who has been approved by the Dean of the Ontario College of Education as being eligible to attend the Initial Summer Course leading to the Temporary Secondary School Certificate, should adopt the procedure outlined below.

(a) The Board advertises as required after April 1.

(b) Failing to obtain an application from a teacher who holds a basic teaching certificate, the Board, after a lapse of seven days from the date of the final advertisement, applies, after April 11 but prior to June 10, *on Form 700,* for a Letter of Permission to employ an applicant whom it considers suitable and who is eligible to attend the Initial Summer Course and states in writing to the Board his intention to do so. (*See item* 6(d) below.)

(c) The Letter of Permission, if granted, is sent to the Secretary of the Board and a copy is given to the Ontario College of Education.

(d) Having received the Letter of Permission, the Board enters into a contract with the applicant.

(e) Upon signing a contract, the applicant applies to the College of Education prior to June 20, for admission to the course. The contract should be enclosed. If the application is accepted, a Letter of Acceptance is sent to the applicant by the College of Education.

(f) If the applicant is not accepted by the College of Education for admission to the course, or is admitted and does not attend, the Letter of Permission is cancelled and the Board is required to re-advertise the position.

(g) Upon successful completion of the Initial Summer Course, the teacher-in-training receives a Temporary Secondary School Certificate. If he attends, but does not complete the course successfully, the Letter of Permission is nevertheless considered valid for the designated school year.

(h) Before sending Form 700 to the Department of Education, the Secretary should make certain that the application is complete in all respects, including the statement signed by the applicant that he will apply for admission to the course. (A blank form of the statement accompanies this memorandum.) The Secretary should also be assured that the applicant has sent his Preliminary Medical Report to the Secretary of the Teacher Education Medical Board.

Re Engagement of Persons Eligible to Attend the Special Summer Course Leading to the Interim Vocational Certificate, Type B, in Commercial Subjects. (See Circular 623)

4. A Board failing to obtain a qualified teacher of Commercial Subjects or an applicant in those subjects suitable and eligible to attend the Initial Summer Course, may apply after April 11 for a Letter of Permission to employ an applicant who is eligible to attend the first Special Vocational-Commercial Summer Course leading, after a second summer course, to an Interim Vocational Certificate, Type B, in Commercial Subjects. This is an emergency course only and each prospective teacher will be limited to certain skills or subjects which have been determined by the Dean of the Ontario College of Education. The Board will follow the same procedure as in 3 (a) to (h).

Re Engagement of Persons Not Eligible to Attend the Initial Summer Course

5. (a) If a position has not been filled under the conditions listed in section 2, 3 or 4 above, and the Board furnishes evidence that it has advertised the position (at least three insertions) after April 1 without obtaining applications from properly certificated teachers or from persons qualified and willing to attend the Initial Summer Course, or the Special Vocational-Commercial Summer Course, a Letter of Permission may be issued after April 21 without further advertising on the part of the Board, if requested on behalf of a suitable applicant, provided that the request for a Letter of Permission is made within 3 weeks of the acceptance of the application by the Board.

(b) A request for a Letter of Permission after June 20 must indicate that the position has been recently advertised.

(c) A Board should not apply for a Letter of Permission to employ a person who does not hold the required basic secondary school teaching certificate and who has already taught under Letters of Permission for three years or more. If a person on whose behalf a Letter of Permission is requested has already taught one year or more in an Ontario secondary school, his progress toward qualification in the past year and his intentions for the summer of 1962 should be indicated on the reverse side of the application for a Letter of Permission (Form 700).

INSTRUCTIONS TO PROSPECTIVE TEACHERS

Who Are Eligible to Attend the Initial Summer Course Leading to the Interim High School Assistant's Certificate, Type B, or the first Special Vocational-Commercial Summer Course leading to the Interim Vocational Certificate, Type B, in Commercial Subjects. (See Circular 623.)

6. (a) Only persons who have graduated with University standing approved by the Dean of the Ontario College of Education and who have entered into contracts with Boards for positions advertised after April 1, will be considered for admission to the Initial Summer Course. In the case of an applicant under contract to teach in an Ontario private school, evidence must be submitted that he will teach at least one subject in Grade 11 or Grade 12 and that the school will apply to the Department of Education for inspection in these grades in 1962-63.

(b) Persons who have graduated from an accredited university with standing acceptable to the Dean, from the Secretarial Course (3 years) at an Ontario Institute of Technology, from post-secondary diploma courses (3 years) taken in the United Kingdom or from courses as Chartered Accountants, Certified Public Accountants or Certified General Accountants may be admitted to the first Special Vocational-Commercial Summer Course for vocational teachers of Commercial Subjects *at Toronto only*. The skills or subjects which they may be employed to teach must be approved by the Dean before a contract is made with a school board. Conditions of employment will be the same as in other parts of this section except that the Statement of Applicant form for this course will be obtained from the Ontario College of Education when the skills or subjects which the applicant may teach on completion of his course have been approved.

(c) The Regulations require that a person employed in a provincial school shall be a Canadian citizen or a British subject, or shall have signed a statement to the effect that he intends to apply for Canadian citizenship.

(d) The Statement of Applicant form accompanying this memorandum shall be completed by an applicant for the Initial Course and forwarded to the Secretary of the Board before a contract may be signed.

(e) When a contract is signed with a Board, the applicant shall *immediately* send his copy of the contract to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, and ask for an application form for admission to the Initial Summer Course or the first Special Vocational-Commercial Summer Course, as the case may be.

(f) Application for admission to the course must be made, on the proper form, by June 20, 1962.

(g) The applicant, if accepted, will attend the course, beginning July 3, 1962.

(h) If the applicant does not complete the course successfully, the Board may be permitted to employ him, for the school year 1962-63 only, on the Letter of Permission.

C. W. Booth

Toronto, January 25, 1962.

Deputy Minister of Education

DETACH HERE

ONTARIO

STATEMENT OF APPLICANT

FOR ADMISSION TO THE INITIAL SUMMER COURSE, 1962, AT TORONTO, KINGSTON OR LONDON

(To be sent by the applicant, to the Secretary of the Board concerned, who is to attach it to Form 700)

This is to Certify that I hold a degree from .....

Name of University

and that I will apply for admission to the Initial Summer Course in 1962 at .....*

if the ..... Board obtains a Letter of Permission and engages me under contract, subject to acceptance for the course.

.....

Signature of Applicant

.....

Name of Applicant (Printed)

Date....., 19..... .....

Address of Applicant

NOTE* — If the applicant does not apply for admission to the summer course centre which corresponds with his residence (See Circular 623), he must indicate his reasons on this form.

FEB 26 1962
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UNIVERSITY OF TORONTO

1961-62:44
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SECONDARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
ELEMENTARY SCHOOL INSPECTORS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

Re Changes in the Regulations for the Grade 13 Departmental Examinations

The Minister of Education announces that the following changes have been made in the Regulations.

1. A candidate who makes application after April 15 shall be required to pay a late-entry fee of $5. In 1961 this fee was $2.

2. This year, for the first time, question papers will be set in Grade 13 Russian Authors and Russian Composition.

3. Candidates prepared in secondary-school classes, private-school classes, classes in a night school connected with a secondary school or an inspected private school, or through the Department of Education correspondence courses are required to pay a fee in order to write any paper on which they have not been assigned a teacher's recommendation mark of at least 35%. If this standard is not reached in a paper or papers, the candidate concerned shall be notified by his principal not later than May 15 and if, in June, he writes the paper or papers in which he is deficient in this regard, he shall be charged a fee of $5. for each paper so written. A private-study candidate for whom no confidential mark is submitted for a paper or papers shall pay a fee of $5. for each paper or papers he writes.

In the circumstances outlined above, the fees will be collected by the Chief Presiding Officer at the time of each examination. Fees will be returned to the candidates concerned, through the Deputy Minister of Education, in the amount of $5. for each paper where pass standing of at least 50% is obtained at the written examination.

4. Candidates will be expected to write on the outside of their answer envelopes the subject of the examination and the number of answer books enclosed.

5. Other changes in the Regulations affecting the pay and allowances of associate examiners were incorporated in Memorandum 1960-61:30 which was mailed to the principals in January.

6. Copies of Exam Instructions No. 5 which contains the complete Regulations, will be sent as usual to the schools during March.

(over)

7. Principals will be notified at a later date regarding the procedure in those cases mentioned in 3. above.

C. W. Booth

Deputy Minister of Education

TORONTO 2, February 16, 1962.

1961-62:45
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ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools

Re the Proposal for a Reduction in the Number of Papers on the Grade 13 Departmental Examinations

The Principal is asked to bring this Memorandum to the attention of all teachers of Grade 13 classes.

1. Many teachers are aware that consideration has been given to the advisability of providing, for the Grade 13 Departmental examinations of 1963,

(*a*) one 3-hour paper instead of two 2½-hour papers in each of the languages other than English;

(*b*) one 3-hour paper in Biology instead of a 2½-hour paper in each of Botany and Zoology;

(*c*) two 3-hour papers instead of three 2½-hour papers in Mathematics, with the Problems paper retained as an extra paper.

2. However, the Minister and the members of the University Matriculation Board, after considering recommendations from The Supervising Board and the Secondary School Inspectors, have decided that *no* single 3-hour paper will be set for the Grade 13 Departmental examinations of 1963.

While no decision has been taken regarding policy for future years, it is considered that the current revisions of certain courses of study are not yet sufficiently advanced to permit an equitable re-arrangement of the examination papers in 1963.

3. *The Preparation of Sample Single Papers*

As a part of the study of the proposal, committees representing the Universities, the Department, and the secondary schools have prepared sample single 3-hour papers in French and Latin based upon the 1961-62 courses of study.

These sample papers were prepared by Committees which had no knowledge of the content of the annual June Departmental examination papers for 1962.

While a considerable amount of work has been done on a sample single 3-hour paper in Biology, it has been decided not to proceed with it, because of the difficulty of basing a single paper on the present separate courses in Botany and Zoology when many of the pupils have studied only one of these subjects.

4. *Distribution of the Sample Single Papers to the Schools*

(*a*) Copies of the sample single 3-hour papers in French and in Latin will be sent to the Principals on or about March 13, in numbers sufficient for the use of all Grade 13 pupils in French and Latin and for the consideration of teachers of French, German, Spanish, Italian, Russian, and Greek.

[OVER]

(*b*) On or about March 19, the Department will send to the Principals,

(i) two copies of a suggested marking scheme;

(ii) copies of a questionnaire which the teachers will be asked to complete and return to the Department.

5. *The Use to be Made of the Sample Single Papers*

The various officials concerned are anxious to have as complete a report as possible from teachers regarding the suitability of the papers. They realize, however, that it will not be convenient for all Grade 13 classes to use the papers upon the same day.

Tuesday, March 20, a.m. has been selected as the day upon which it is hoped that many schools will be able to use the papers in French, under conditions approximating those of the Grade 13 Departmental examinations. Similarly, Friday, March 23, a.m. has been chosen as the day for Latin.

Substitutions might be made by the teacher for questions on topics not taught by the above-mentioned dates.

If the papers are written on March 20 and March 23, respectively, the teachers may, at their discretion, make use of them in arriving at the confidential mark for the year.

Reports upon the suitability of the papers will be sought from the two following groups of teachers.

(*a*) Those who use the papers on March 20 and/or March 23, under conditions approximating those of the Grade 13 Departmental examinations.

(*b*) Those who use the papers on some other day, which *must* be later than March 20 and March 23, respectively.

6. *Security Measures*

Principals are asked to make suitable security arrangements for the papers until they are to be used by the pupils.

The teachers concerned should be given, in strictest confidence, copies of the papers in sufficient time to enable them to decide how and when they can make the best use of them.

7. The co-operation of Principals and teachers in this important study will be appreciated.

C. W. Booth

Deputy Minister.

TORONTO, February 15, 1962.

1961-62:46
4500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Principals of Secondary Schools
Principals of Private Schools
Registrars of Universities

Re Canadian Waterman Foundation Awards

The Waterman Foundation, a division of the L. E. Waterman Pen Company Limited, has requested me to announce that awards will be made in September 1962 to graduates from Grade 13 of Ontario secondary and private schools for proficiency in the Ontario Grade 13 examinations. For purposes of these awards, proficiency will be determined by the highest aggregate of marks on eight papers of the Ontario Grade 13 examinations, including English Composition and English Literature, all written and passed in 1962. Presentation of the awards will be made by the principals of the secondary or private schools at commencement exercises.

1. Canadian Waterman Foundation Scholarships

Ten scholarships of $100, one in each of the ten Ontario universities, will be presented to the student among those admitted to the university who ranked highest at the Ontario Grade 13 examinations in the year of the award according to the conditions outlined in the preamble above. The ten universities are: Carleton University, University of Ottawa, Queen's University, University of Toronto, Laurentian University of Sudbury, McMaster University, University of Waterloo, Waterloo Lutheran University, University of Western Ontario, Assumption University of Windsor.

On September 1 each university registrar will be asked to declare to the Department of Education the name of the Ontario student ranking highest among those admitted to the university or one of its affiliated colleges. The Department in its turn will notify the Foundation so that cheques in favour of the winners may be sent to the school principals.

2. Canadian Waterman Foundation Honour Gifts

In addition to the aforementioned cash scholarships, each secondary or private school in the Province of Ontario can select the graduate with the highest proficiency in the school, as set out in the preamble above, to be the recipient of a Waterman Honour Graduate pen and pencil set. The gift set will be suitably imprinted in gold with the student's name and a notation that the recipient is an honour graduate. In the case of a tie, the student of the two so ranked who has the higher aggregate in all subjects written in 1962 will be the winner.

It will be the responsibility of the principal, or his successor in office, to notify the Waterman Foundation, on the form on the reverse side of this memorandum, of the name of the successful student as soon as results of the Grade 13 examinations are received. The gift will be mailed to the principal for presentation to the student at commencement exercises. Principals will not receive any other notification after this memorandum.

F. S. Rivers

F. S. Rivers
Chief Director of Education.

TORONTO, February 26, 1962.

(Over)

To: Mr. L. J. Hart,
General Manager,
L. E. Waterman Pen Co. Ltd.,
2 Waterman Street,
ST. LAMBERT, P. Q.

.....

Given Name (Please type or print) Surname

is the graduate from Grade 13 of

.....

(Name of Ontario secondary or private school)

who has fulfilled the conditions of the Canadian Waterman Foundation Honour Gift set forth on the reverse side of this application. I shall be pleased to make the presentation at our school commencement exercises or on another suitable occasion if our commencement exercises have been held before the Honour Gift arrives.

.....

Signature of Principal

.....

Address of Principal

Date .....

1961-62:47
4500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. Grade 12 Departmental Tests, May 1962

It is disturbing to learn from teachers of Geometry and Physics in Grade 11 at this time of the year that they have not read Memorandum 1961-62:20 which was issued in November. Principals are requested to have the teachers of these subjects read the memorandum and initial it if this has not already been done.

2. Interpretation of Scholastic Aptitude Test results in Grade 12

As in previous years, the Guidance Services Division has prepared charts which will help schools interpret the Scholastic Aptitude Test (SATO) results in Grade 12. Requests for the charts should be made directly to the Guidance Services Division, Ontario Department of Education, 559 Jarvis Street, Toronto 5. These charts, designed to provide graphic information for principals and guidance counsellors, should not be confused with the individual profile sheets that will be forwarded by the Department of Educational Research shortly.

3. Teachers for Overseas Service

The External Aid Office, 75 Albert Street, Ottawa 4, reports that there is a continuing need for secondary school teachers who are prepared to undertake an overseas assignment under one of Canada's aid programmes for newly developing countries.

Teachers in the following groups are particularly required:

(a) university graduates with major studies in mathematics or science to teach these subjects to the Grade 12 level or with honours degrees and capable of teaching the same subjects to the Grade 13 level or higher (General Certificates of Education - Advanced);

(b) teachers of technical and trades subjects and of agriculture;

(c) university graduates holding a teaching certificate who will undertake general classroom duties. Applicants with limited teaching experience will preferably have spent some time in business, industry, or public service.

There is a more limited need for secondary school teachers of English, French, geography, and commercial subjects.

(Over)

Secondary school teachers are not required in art, classical or romance languages (other than French), history, social studies, music, physical and health education.

Experienced teachers capable of sharing in the training of teachers (including necessary instruction in subject content) at both primary and secondary levels are also required. These are especially needed in mathematics, science, technical subjects, and the teaching of English (or French) as a second language. A special five-weeks course will be given before they leave Canada to applicants selected to train teachers in methods of instruction in a second language. Applicants who have had experience as principals, department heads, or critic teachers will be considered for appointment to teacher-training institutions.

Interested teachers should write to the External Aid Office at the address given above.

4. Suggestions for New School Buildings

Teachers, Principals, Directors, and Inspectors are invited to submit ideas and suggestions in regard to school buildings and equipment. The third edition of the "Suggestions for the Layout and Construction of Schools in Ontario" is now in preparation. Contributions, if they are to be considered for the third edition should be submitted at once.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, March 16, 1962.

1961-62:48
6500

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UNIVERSITY OF TORONTO

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Elementary School Inspectors
Secretaries of Secondary School Boards

Re Grade 13 Departmental Examinations, 1962

The Principal is asked to bring this memorandum to the attention of Grade 13 teachers and pupils.

1. Discontinuance of August Examinations

As announced in Circulars 1960-61:44 and 1960-61:45 and on the Time-Table for the Grade 13 Departmental Examinations of 1962, there will be no August Grade 13 examinations in 1962 and subsequent years.

2. Problems Paper Excluded from Requirement of $5 Fee

Since no confidential mark is submitted in Problems, and since no pass standard is set for that paper, the regulation regarding the $5 fee in the case of candidates who have not been assigned a recommendation mark of at least 35 does not apply to the Problems paper.

N.B. 3. Objective-type Test Items

The following two changes have been made in connection with the objective-type items, which will appear this year on the Botany, French Composition, Trigonometry and Statics papers.

(a) Both Part I and Part II of these three papers will be handed to the candidates at the beginning of the examination period. Part II, the objective-type part, may be answered at any time, and the appropriate length of time the candidate is advised to spend on it will be indicated.

(over)

(b) Where multiple-choice questions are used, the answer is to be indicated by circling the appropriate letter in the right-hand column.

Example:

1. What is the area, in square feet, of a rectangle which is 6 feet long and 4 feet wide?	
(A) 24 (B) 10 (C) 20 (D) 12	(A.) B. C. D.

4. Dictation Test on the French Authors Paper

As in the past, there will be three readings of the dictation passage. This year during the second reading the examiner will read each phrase once, and then after a pause he will read it again. The second reading is slower than in former years, so the candidates will have more time than in past years to consider corrections at this stage. After the third and final reading there will be very little, if any, time for corrections.

5. "Double" Examination Books

Principals are reminded that the "double" examination books introduced in 1961 should be used wherever possible.

E. C. Booth

Deputy Minister

TORONTO, April 5, 1962.

1961-62:49
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MAY 1 1962

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Distribution of Revised Courses of Study
Supplements to Reading Lists

1. Curriculum I.19 and S.19, *Industrial Arts,* Intermediate and Senior Divisions
This course replaces those in Curriculum I.1 (1951 Revised) and Curriculum S.19, Industrial Arts, Senior Division. It is to be introduced in Grades 7, 8, 9, 10, 11, and 12 in September, *1962.*

This publication will be sent to Directors, Superintendents, Elementary and Secondary School Inspectors; to Secondary School Principals for office files and for distribution to teachers of Industrial Arts; where applicable, direct to Elementary School Principals for distribution to teachers of Industrial Arts; and upon request to Principals of Inspected Private Schools.

2. Curriculum S.17A, *Physics,* Senior Division, Grade 11
This course will, in 1963-64, replace the Physics course which is now in Curriculum S.17, Science and Agricultural Science. It is to be introduced in September, *1963.*

This publication will be sent to Directors, Superintendents, and Secondary School Inspectors; and to Principals of Secondary Schools and Principals of Inspected Private Schools, for office files and for distribution to teachers of Physics.

3. Curriculum I.4A, 1962, *Supplement to Intermediate Division Reading List,* Grades 7, 8, 9, and 10
This publication will be sent to Directors, Superintendents, and Secondary School Inspectors; to Secondary School Principals and Principals of Inspected Private Schools for office files and for distribution to teachers of Grades 9 and 10; and to Elementary School Inspectors for distribution to Elementary School Principals and teachers of Grades 7, 8, 9, and 10 in the elementary schools.

4. Curriculum S.4AC, 1962, *Supplement to Senior Division Reading List,* Grades 11, 12, and 13
This publication will be sent to Directors, Superintendents, and Secondary School Inspectors; to Secondary School Principals and Principals of Inspected Private Schools in limited quantities for the use of teachers of Grades 11, 12, and 13.

5. Additional copies of these publications for teachers' use should be requested through the office of the Principal in the case of secondary schools and through the office of the Elementary School Inspector in the case of elementary schools, in a letter dealing with that topic only.

C. W. Booth
Deputy Minister

H. E. Edgar
Deputy Minister

TORONTO, April 30, 1962

1961-62:50
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ONTARIO

DEPARTMENT OF EDUCATION

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Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Secretaries of Secondary School Boards,
with copies for the Chairman of the Board, the Chairman of the Advisory Vocational Committee, and the Technical Director

Re: The purchase of equipment for vocational accommodation built under the Technical and Vocational Training Agreement

1. The Government of Canada requires that equipment purchased under the Technical and Vocational Training Agreement be of Canadian manufacture, if available, if comparable in quality to imported equipment, if adequate for the purpose to be served, and if the price does not exceed that of imported equipment by more than 10%. The Ontario Departments of Education and Economics and Development wholeheartedly endorse this requirement.

2. In the national interest, Boards are expected to comply with the requirement set forth in item 1 above.

3. In order to take full advantage of the Technical and Vocational Training Agreement, Boards are urged to make every effort possible to have equipment bought and paid for, on or before March 31, 1963. As soon as approval of sketch plans has been received, Boards may proceed with the ordering of equipment.

4. Purchase of equipment manufactured in Canada at a price exceeding that of imported equipment by not more than 10% will be approved.

5. The total amount allowed for equipment as quoted in approval letters from the Department of Education may be increased by an amount calculated by adding the excesses up to 10% on individual items manufactured in Canada.

6. If imported equipment is bought rather than available Canadian equipment, the reason must be stated when the invoice is presented to the Department of Education.

7. When Canadian equipment is bought at a price known to be higher than that of comparable imported equipment, the excess in price must be stated when the invoice is presented, for the purpose of item 5.

Robert Macaulay

R.W. Macaulay
Minister of Economics and Development

John P. Robarts

J.P. Robarts
Prime Minister of Ontario
and Minister of Education

TORONTO, April 19, 1962

1961-62:51
4500

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DEPARTMENT OF EDUCATION

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UNIVERSITY OF TORONTO

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Distribution of Courses for the Reorganized
Programmes of Study in the Secondary Schools

The following tentative courses of study will be distributed in the near future to Directors, Superintendents, and Secondary School Inspectors; to Secondary School Principals and Principals of Inspected Private Schools for office files and for distribution to the teachers concerned; and to Elementary School Inspectors for office files and for distribution to teachers of Grade 9 in the elementary schools. Additional copies for teachers' use should be requested through the office of the Principal or the Elementary School Inspector, as the case may be, in a letter dealing with that topic only.

1. Curriculum RP-6 Home Economics
2. Curriculum RP-9 History
3. Curriculum RP-12 Mathematics
4. Curriculum RP-15 French
5. Curriculum RP-30 Special Bulletin Describing the Organization of the Various Courses of the Business and Commerce Branch.

In addition to the distribution outlined above, copies of Curriculum RP-6 Home Economics are being sent to Elementary Inspectors in numbers sufficient for distribution to teachers of Home Economics in Grades 7 and 8. The Inspector is asked to distribute these copies as soon as possible.

The following tentative course of study will be sent, for the present, only to Directors, Superintendents, and Secondary School Inspectors; and to the Principals of Secondary Schools where agriculture is taught.

6. Curriculum RP-21 Agriculture

As additional tentative courses become available they will be distributed.

These courses are being multilithed on paper 8½ x 11 inches, punched with 3 holes. They are being issued in this format to permit adaptation in the light of experience with them and suggestions for their improvement. Eventually they will be issued as amended, in the regular format.

E. W. Booth
Deputy Minister

H. E. Edwards
Deputy Minister

TORONTO, May 4, 1962

1961-62:52
4500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Inspected Private Schools
Elementary School Inspectors
Secretaries of Secondary School Boards

Re 1. Summer Schools in Secondary School Work
2. Distribution of Curriculum S.9 History for the Senior Division (Revised)
3. Distribution of Curriculum RP-17 Science

1. *Summer Schools in Secondary School Work*

Reference: Circular H.S.1 for 1961-62, page 18

Principals are reminded that the Minister's prior approval (i.e. before the opening date) must be obtained by a Board of Education or a Collegiate Institute Board for a summer school at which it is proposed to give work in Grades 11 and 12 leading to credit toward the Secondary School Graduation Diploma of the General Course.

The conditions under which diploma credit may be given are outlined on page 18 of Circular H.S.1 for 1961-62.

2. *Curriculum S.9, History, for the Senior Division, Grades 11, 12, and 13, dated 1962*

Copies of the pamphlet which replaces, for Grades 11 and 12, Curriculum S.9, 1959, will be sent to the schools in the near future.

The revised courses for Grades 11 and 12 are to be used in September, 1962. The revised course for Grade 13 is *not* to be used until September, 1963. This information is given on the title page.

All teachers of Grade 13 History should note that the Grade 13 course in History for the school year 1962-63 is contained in Curriculum S.9, dated 1959.

3. *Curriculum RP-17 Science*

Copies of this tentative course of study will be sent to the schools in the near future.

C. W. Booth

Deputy Minister.

TORONTO, May 10, 1962.

1961-62:53
4500

ONTARIO

DEPARTMENT OF EDUCATION

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UNIVERSITY OF TORONTO
JUN 4 1962

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

1. Auxiliary Education Summer School Course, Option 102

I am pleased to be able to advise you that the Minister has approved the following policy:

(a) When an applicant

(i) holds an Intermediate Certificate in Auxiliary Education, and
(ii) has a contract for teaching a Diversified Occupations Class, and
(iii) wishes to take Option 102 (Auxiliary Work in Secondary Schools) and the Specialist course concurrently

the Principal of the 1962 Summer Course only is authorized to arrange a programme whereby the student will take the Specialist programme, substituting Option 102 for Remedial Class and Special Period.

(b) A teacher who

(i) holds a Specialist's Certificate in Auxiliary Education or
(ii) holds a Supervisor's Certificate in Auxiliary Education or
(iii) has completed the summer school attendance requirement for the Specialist Certificate in Auxiliary Education

shall be allowed to enroll at Summer School and upon successful completion of Option 102 to have this option added to this certificate.

It is understood that all teachers concerned will pay the regular summer course fee of $25. I wish to suggest that any teacher who wishes to qualify under either of the provisions above, attach a statement of particulars, and any evidence required to the Application Form for Summer Courses.

2. Principal's Report to Superintendent of Secondary Education on Summary Sheet

A SUMMARY SHEET for 1962 showing the Departmental Test scores of pupils in Geometry and Physics similar to the one issued in 1961 will be sent to the principal in duplicate by June 11. Aptitude scores for these pupils, most of whom are now enrolled in Grade 11, will not be included on the Summary Sheet but for comparison purposes are available in the school from the aptitude tests taken in Grade 9.

The principal is requested to have both copies completed for all students in Geometry and Physics, both passes and failures, using the marks which the teachers have assigned and which the secretaries will enter in the school records for use as part of diploma recommendation marks later. These marks will be inserted in the TEACHER'S MARK column and the "over's" and "under's" which represent the difference between the equivalent Percentage Mark derived from the Departmental Test and the Teacher's Mark will also be entered for all pupils writing the tests. The average of the "over" or "under" for all the pupils is to be entered at the foot of the final page under each subject. Entries may be typed or written in ink.

One copy of the Summary Sheet is to be sent to the Superintendent of Secondary Education, Parliament Buildings, before July 7.

(Over)

3. Number of Periods for English in Grade 10

The attention of principals is drawn to Circular H.S. 1, 1962-63, Part B, pages 45-47. Seven periods are suggested per week in English, Grade 10, where the week is divided into 40 periods and eight where it is divided into 45 periods. All Grade 10 classes will be operating in 1962-63 on schedules under Part B. The time allotment of previous years in this grade should be continued.

In 1963-64, under the reorganized programmes, it may be necessary, in Grade 10 classes only in the Five-Year Programme, to reduce the time per week for English by one period, as shown in Part A, pages 4, 8, and 12. Wherever the principal can retain at least seven periods in the timetable, he should be urged to do so.

4. Type A Summer Seminars in Physical Education, 1962

Physical Education teachers who have the academic requirements for admission to the Type A course in Physical Education should be reminded that the course will be offered at Toronto this summer. A few openings are still available if application forms are obtained immediately from the Ontario College of Education, 371 Bloor Street West, and are returned before the end of May.

A. St. M. McHague

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, May 15, 1962.

1961-62:54
4500

ONTARIO
DEPARTMENT OF EDUCATION

DEPART... MAY 4 1962

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary School Inspectors
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Distribution of Curriculum RP-11 Latin
Curriculum RP-46 Special French Course

1. *Curriculum RP-11 Latin*

Copies of this tentative course of study will be distributed in the near future to Directors, Superintendents, and Secondary School Inspectors; to Secondary School Principals and Principals of Inspected Private Schools for office files and for distribution to the teachers concerned.

Curriculum RP-11 contains tentative courses of study in Latin for Grades 10, 11, and 12 of the Four-year Programme for introduction in Grade 10 in September, 1963. It should be noted that Curriculum I. and S.11, Latin and Greek, Intermediate and Senior Division, printed in 1961, remains in effect for Grades 10, 11, 12, and 13 of the Five-year Programme.

Elementary School Inspectors who wish to have copies of Curriculum RP-11 for their office files and for their teachers of Grades 9 and 10 are asked to write to the Deputy Minister for the required number of copies.

2. *Curriculum RP-46 Special French Course*

Copies of this tentative course of study will be distributed in the near future to Directors, Superintendents, and Secondary School Inspectors; to Principals of Secondary Schools and Principals of Inspected Private Schools attended by French-speaking pupils; and to Inspectors of Elementary Schools attended by French-speaking pupils for distribution to their teachers of Grades 9 and 10.

Curriculum RP-46 is for use in Grade 9 in September, 1962. It should be noted that Curriculum 46, printed in 1959 and 1961, remains in force for Grades 1 to 8 and for Grades 10 to 13 for the school year 1962-63.

C. W. Booth
Deputy Minister

H. E. Edgar
Deputy Minister

TORONTO, May 23, 1962

1962-63:55
4500

ONTARIO

DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATIONAL RESEARCH LIBRARY
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO
JUN 4 1962

Memorandum to Directors of Education
Superintendents of Secondary Education
Principals of Secondary Schools
Secretaries of Secondary School Boards
Elementary School Inspectors

Re: Grade 9 Mathematics Text-books

The text-books listed below have now been approved for grant purposes for use in Grade 9 Mathematics classes.

Petrie, P.A., et al.: SECONDARY SCHOOL MATHEMATICS,
Copp Clark Publishing Co., Ltd.,
517 Wellington Street, West,
Toronto 2B, Ontario.
Price.....$ 3.00

Coleman, A.J., et al.: MATHEMATICS 9,
W. J. Gage Ltd.,
1500 Birchmount Road,
Box 550,
Scarborough, Ontario.
Price.....$ 3.00

C. W. Booth,
Deputy Minister of Education.

Toronto, May 24, 1962.

1961-62:56
5000

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Coordinators under Schedule 5
Secretaries of Secondary School Boards
with several additional copies
for Board members

Re the Superannuation Status of Coordinators and Instructors under Schedule 5 of the Federal-Provincial Technical and Vocational Training Agreement

1. The Minister of Education, upon the recommendation of The Teachers' Superannuation Commission, has made a ruling regarding the status of coordinators and instructors under Schedule 5, with respect to participation in The Teachers' Superannuation Fund.

2. This ruling, which is based upon consideration of the various aspects of the situation, will be operative pending the enactment of necessary legislation.

3. The ruling may be expressed in the following terms.

(A) A "schedule 5 teacher" is a teacher who holds a teaching certificate or Letter of Standing qualifying him to teach in an elementary or a secondary school in Ontario, who is working,

(i) part-time or full-time under Schedule 5 of the Federal-Provincial Technical and Vocational Training Agreement, or

(ii) part-time as a teacher in an elementary school, a secondary school, or a designated private school and part-time under the said Schedule 5.

(B) A schedule 5 teacher shall contribute to The Teachers' Superannuation Fund upon the basis of the total salary he receives and shall be given credit in the Fund for one full day for each day from Monday to Friday, both inclusive, upon which he works for at least five and one-half hours, with corresponding credit for shorter periods.

4. The following general comments may be made.

(*a*) In order that School Boards and teachers may have an opportunity to make necessary arrangements, the ruling will be effective as of September 1, 1962.

For any period of service as a schedule 5 teacher prior to August 31, 1962, the teacher concerned will have the option of coming under The Teachers' Superannuation Act or of remaining outside its provisions.

(*b*) A schedule 5 teacher who is in receipt of an allowance under The Teachers' Superannuation Act will be subject to the same provisions as if he were teaching in an elementary, a secondary, or a designated private school.

(*c*) In no case, under The Teachers' Superannuation Act, may a teacher receive credit in the Fund for more than ten months' service, that is, one year's employment, for the period from September 1 in any year to August 31 of the following year.

(*d*) There is no provision for issuing Letters of Permission for the engagement of uncertificated persons for schedule 5 work. Consequently an employee who does not hold an Ontario teaching certificate or Letter of Standing is not eligible to contribute to the Superannuation Fund.

[OVER]

(*e*) The Teachers' Superannuation Commission will in due course establish a routine procedure for approving coordinators and instructors as "schedule 5 teachers" and for obtaining the necessary reports from School Boards regarding salaries and length of service.

J. S. Rivers

Chief Director of Education

TORONTO, May 30, 1962

1961-62:57
4500

ONTARIO
DEPARTMENT OF EDUCATION

DEPARTMENT OF EDUCATION
RESEARCH LIBRARY
ONTARIO COLLEGE OF EDUCATION

Memorandum to Directors of Education
Superintendents of Secondary Education
Secondary School Principals
Elementary School Inspectors
Secretaries of Secondary School Boards

Re Teacher Exchange for 1963-64

Secondary School Principals are asked to bring this memorandum to the attention of all members of the staff.

Elementary School Inspectors are asked to include a reference to Teacher Exchange in one of their early circulars to the schools.

The purpose of this memorandum is to give advance notice to all concerned that the final date for receiving applications for exchange for the school year 1963-64 will be *November 30, 1962.*

For some years the final date for receipt of applications has been January 31. However, it has been found that this date is too late for necessary arrangements to be made.

Application forms and detailed information regarding Teacher Exchange for 1963-64 will be available from the Teacher Exchange Officer, Department of Education, Toronto, Ontario on or about September 1, 1962. Teachers are asked to refrain from writing for information before that date.

F. S. Rivers
Chief Director of Education

TORONTO, June 1, 1962

1961-62:58
4500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors of Education
Superintendents of Secondary Education
Secondary School Principals
Elementary School Inspectors
Secretaries of Secondary School Boards

Re Distribution of Curriculum S.13 Art
Curriculum RP-4 English
Curriculum RP-35 Suggested Courses for the Diversified Occupational Programmes
Form 94, School Year and Holidays, 1962-63

1. *Curriculum S.13 Art*

Copies of the course of study in Art for Grades 11, 12, and 13 are being sent to the schools. Principals are asked to make arrangements to have them passed on to the teachers concerned. Individual teachers will not be able to obtain copies direct from the Department during July and August.

2. *Curriculum RP-4 English*

It is expected that copies of this tentative course of study will arrive in the schools during the last week in June.

Principals are asked to make arrangements to have copies delivered to the teachers concerned. Individual teachers will not be able to obtain copies direct from the Department during July and August.

3. *Curriculum RP-35 Suggested Courses for the Diversified Occupational Programme*

It is expected that copies of this tentative course of study will arrive in the schools during the last week in June.

Principals are asked to make arrangements to have copies delivered to the teachers concerned. Individual teachers will not be able to obtain copies direct from the Department during July and August.

4. *Form 94, School Year and Holidays, 1962-63*

Copies of this circular were sent to the schools recently.

E. W. Booth
Deputy Minister

H. E. Edwards
Deputy Minister

TORONTO, June 12, 1962

1961-62:59
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO: Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: Grade 12 Departmental Tests, 1962-63

Again in 1962-63 the Department of Educational Research is cooperating with the Department of Education in arranging for tests which will serve both the objectives of the Carnegie Study and evaluation of Grade 12 standards for purposes of the Secondary School Graduation Diploma.

The SATO (Verbal and Mathematical) Aptitude Test will be administered to all pupils enrolled in Grade 12 of the General, Commercial (including Special Commercial pupils), and Technical Courses on Wednesday, November 21 a.m.

Achievement Tests in the following subjects will be given to pupils who are currently enrolled in the Grade 12 subject concerned:

1. English Structure and Usage - Wednesday, April 24 a.m.
General, Commercial (including Special Commercial), and Technical Course pupils

This test will permit further research to determine whether a more effective measurement of achievement in English can be devised for Ontario pupils. For reporting the scores to the Department in July, 1963, no "over" and "under" columns will be provided for English on the Summary Sheet, although these columns will be continued for French, Special French, and Chemistry.

2. (a) French - Wednesday, May 1 a.m. - General Course pupils only

(b) Special French - Wednesday, May 1 a.m. - General Course pupils only

A pupil wishing credit for French or Special French on his diploma will write (a) or (b) but not both.

3. Chemistry - Wednesday, May 8 a.m. - General Course pupils only

The introduction of an external essay-type examination in one subject of Grade 12 during the week preceding the Grade 13 examinations in June is under consideration at the present time. If this policy is adopted as an experiment and Chemistry is chosen as the subject, the external examination will replace the Achievement Test set for May 8. A further detailed announcement regarding these matters will be made by the end of September.

Each principal is asked to announce the Grade 12 Departmental Tests at the final staff meeting this June in order that all teachers concerned may be informed.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, June 14, 1962.

1961-62:60
4500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Secretaries of Secondary School Boards,
with copies for the
Chairman of the Board,
Chairman of the Advisory Vocational Committee,
Technical Director.

Re: The Purchase of Equipment for Vocational Accommodation Built Under the Technical and Vocational Training Agreement

1. A clarification concerning the shipping and installation charges for equipment purchased under the Technical and Vocational Training Agreement has been received from Ottawa. Therefore, this Department is now prepared to consider, for grant purposes, all such expenses when submitted with invoices for equipment and furniture up to the total allowance for equipment as covered in the final approval.

2. When requesting quotations from suppliers, the purchaser should insist that all applicable taxes be shown on the quotation. In particular, attention is drawn to the fact that the 11 per cent Federal Sales Tax is applicable and must be paid on all equipment made in Canada, or on imported equipment if it is of a type or kind made in Canada.

3. It has been brought to our attention that some boards are ignoring the directive of April 19 (Memorandum 1961-62:50) that in so far as possible goods made in Canada be purchased. We cannot emphasize too strongly that this requirement must be observed.

S. D. Rendall
a.l.l.

S. D. Rendall,
Superintendent of Secondary Education.

Toronto 2,
June 25, 1962.